

# TOWN OF SOUTHBOROUGH



ANNUAL REPORT  
2023



## On The Cover



*Chestnut Hill Farm*

The bucolic photos of Chestnut Hill Farm in different seasons were used with permission from the Trustees of Reservations. Readers will note the continuous theme of the contributions of the Beals family throughout the 2023 Report. It is with a note of sadness that we dedicate the 2023 Annual Town Report to Whitney Beals, whom this community mourns, following his death in September of 2023. His contributions to the land preservation arena were as immense as the gateway he provided for all of us to explore. Read on to learn more about his lifelong pursuits.

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.”

Margaret Mead

*Many thanks to all Departments, Boards, Committees, and Commissions for their insightful reports.*

Dedication Contribution: Vanessa Hale

Report compiled and formatted by: Melanie Otsuka

Front Cover: Melanie Otsuka

*All front cover photos courtesy of The Trustees  
Inside cover image courtesy of retired Fire Chief John Mauro*



One Hundred Fiftieth  
Annual Report  
of the  
Town of Southborough  
Massachusetts



For the Year Ending  
December 31, 2023



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## ~DEDICATION~

As we look forward to the Town's Tricentennial on July 6, 2027, any resident or traveler through Southborough might pay a moment of thanks to Whitney Beals and the loyalty of his family. The bucolic views along Route 30 and Chestnut Hill Road will be preserved for all those who gather to celebrate in 2027 and the quatercentenary, which will occur 103 years from now. This vibrant outdoorsman and steward of nature died in September, and we take note of his generous and varied contributions.

Whitney Beals will be remembered as an accomplished conservationist and caretaker in this community, though his efforts will be recalled far beyond our borders. His superb work in the field of conservatory practices included the Connecticut DEP, the Roaring Brook Nature Center, the Nature Conservancy, the Town of Wayland, Sudbury Valley Trustees, and the New England Forestry Foundation, from which he retired in 2019.



*Photo courtesy of Pamela Esty*

Locally, he of course is well known for serving as President of the Southborough Open Land Foundation. An active and loyal volunteer all his life, Whit was a friend to the conservation and open space community for over 50 years. He will be missed not only for his tireless energy and his passion for the natural world, but for his humor and willingness to always lend a hand.

Whit was the driver behind the preservation of his family's land – Chestnut Hill Farm and the Elaine and Philip Beals Preserve. In both collaboration with the Town of Southborough's Open Space Preservation Commission and his position as President of the Southborough Open Land Foundation (SOLF), Whit assisted in the preservation of numerous properties while also providing his expertise on stewardship and management of the land they owned. In recent years their collective efforts included the Native Pollination Preservation Garden at Beals Preserve. Last Fall the garden was renamed The Whit Beals Garden: Biodiversity through Pollination.

*Whit and his parents, Elaine and Phil, were instrumental in preserving over 150 acres of land which helped secure the rural character of Southborough. Whit's knowledge of the world of land protection through his educational and work background helped his family and the town navigate the complex process involved in making the preservation of that land a reality. – Sally Watters*



*Cassie Melo with Whit Beals; photo courtesy of Sally Watters*

He carried on his love of land and nature which his parents Elaine and Philip Beals [who helped found the Southborough Open Land Foundation and the expanded land that now hosts the New England Botanic Garden at Tower Hill among many other land preservation projects] echoed throughout their life. This bucolic farm now offers a plethora of activities for every age group which include an active Community Supported Agriculture (CSA) program, educational and recreational opportunities; such as learning how to tap maple and Hiking with Goats are just a few, and snowshoeing among other outdoor recreational events.

Whit mentored several local Scouts throughout the years with their projects and provided them with the needed background information when going before town boards.

Collaborating with boards and committees was something he was well versed at, often on display at Town Meeting. Whit was the epitome of a New Englander when he attended this time-honored bastion known as Annual Town Meeting – in his own imitable style and language – the points he made were articulate, credible, respected and with a dash of his own wry sense of humor.



## ~DEDICATION~

In 2018, The Trustees of Reservations acquired the additional 39 acres across the street from Chestnut Hill Farm, reconnecting the farm's original parcels and enabling The Trustees to connect the farm's internal trail system with the Sudbury Reservoir Trails, the Boroughs Loop Trail, and the Bay Circuit Trail. He could often be found imparting his knowledge and commentary while leading a number of walks at Beals Preserve which helped people understand the historical context of the property as well as introducing them to the flora and fauna of the land.

*"Whit's career suited him to a T, and he loved his work. During his 20 years with NEFF's conservation staff, he traveled throughout New England meeting with landowners to walk their land and discuss ways to meet their conservation goals. If he wasn't on the road, he could be heard on the phone from his office creatively structuring an important land protection opportunity. His infectious laugh could make anyone smile even on the most difficult days!"*

*-Penny Flynn, New England Forestry Foundation*

The upcoming "Art on the Trails" program in the Summer of 2024 echoes how his impact on the community continues after he has passed from this life. The 2024 program has chosen the Legacy theme and is dedicated to the memory of Whitney Beals. As a child, the land across the street from his house, now Beals Preserve, was his playground and this year's submissions call for art installations that support this hallowed land. Anyone that knew him personally would agree that Whit would subscribe to what Pythagoras was noted to say: "Leave the road, take the trails." A more apropos description of the legacy of Whitney Beals than we could ever conceive.

*"Most importantly Southborough will always be indebted to him as the driving force behind the preservation of his family's land: Chestnut Hill Farm.*

*While we will miss Whit's presence, we, and generations to come will enjoy walking in his footsteps on land and open space his legacy has forever protected throughout town."* Frederica Gillespie



*Photo courtesy of Pamela Esty*

*"A true conservationist is a man who knows that the world is not given by his fathers but borrowed from his children."*

*-John James Audubon*



# In Memoriam

TYLER BROWN	01/07/2023	NORA EULER	06/09/2023
RICHARD MARKERT	01/13/2023	GEORGE STAGNO	06/21/2023
PAUL SULLIVAN	01/16/2023	PRISCILLA ALPERT	06/23/2023
ALEXANDER EMANUEL	01/24/2023	GEMMA BHISITKUL	07/01/2023
ANDREW SETO	01/25/2023	LAWRENCE KIMBALL	07/08/2023
JACOB WALTER	02/07/2023	RUTHANN POOLE	07/11/2023
SHIRLEY HUTCHINSON	02/10/2023	KENNETH DUFFY	07/13/2023
OSTELLIO GASPARONI	02/22/2023	KENNETH HARTNETT	07/16/2023
BERNADETTE HARRIS	02/22/2023	RITA CHAD	07/18/2023
THOMAS LIVINGSTONE	03/03/2023	PAUL FERGUSON	07/30/2023
RUTH TINO	03/24/2023	PAUL KIRK	08/07/2023
SUSAN RICCI	03/31/2023	SANDRA HERMANS	08/20/2023
MARYJAYNE CAREY	04/02/2023	LYNNE HANRAHAN	08/24/2023
MARY NARICE	04/03/2023	YOLANDA CONNORS	08/29/2023
LEONARD HARTOG	04/05/2023	RUTH BLOCH	09/09/2023
WALTER MERTENS	04/13/2023	WHITNEY BEALS	09/14/2023
JOSEPH BARTULIS	04/20/2023	TIMOTHY HIGGINS	10/02/2023
SHEILA DAVID	04/26/2023	FELIX STUKALIN	10/06/2023
HAROLD DOMINA	04/28/2023	MARIA HUTSICK	10/20/2023
NEVIO CASTELLI	05/27/2023	PETER KENTEL	10/20/2023
ELYSE PHILLIPO	05/28/2023	ELSIE LILLEY	10/29/2023
BIMLA JINDAL	06/02/2023	MARGUERITE BARTOLINI	11/12/2023
ALEXANDRA MARKEN	06/04/2023	BRUCE IANNARELLI	11/19/2023
JANICE MONROE	06/05/2023	JIEWEN HU	11/20/2023
KARL SPARRE	06/06/2023	CHARLES MARKEN	12/06/2023
GENFA HUANG	06/07/2023	PAUL RENFREW	12/17/2023
		SANDRA ROSSINI	12/14/2023

# SOUTHBOROUGH AT A GLANCE

Southborough is a town in Worcester County, Massachusetts. It incorporates the smaller villages of Cordaville, Fayville, and Southville. Its name is often informally shortened to Southboro, a usage seen on many area signs and maps, though officially rejected by town ordinance.

First settled in 1660 and officially incorporated July 6, 1727, land use now is primarily residential, with substantial open space. A tenth of the town's area is flooded by the Sudbury Reservoir. Light industrial land use is concentrated along main roads, primarily MA Route 9, and there are several small business districts in the villages and along Route 9S.[1]

## DID YOU KNOW?

**Southborough has been host to a number of Hollywood films!**

- The multi-award winning movie, *The Holdovers*, was partially filmed at St. Mark's School
- Scenes from *Grown Ups*, starring Adam Sandler, were filmed in and around Pilgrim Congregational Church
- Parts of the 2015 movie "*Joy*", featuring Jennifer Lawrence, were filmed in Southborough
- St. Mark's School was used for scenes in the movie "*School Ties*", starring Brendan Fraser and Matt Damon

### **Town House: 17 Common Street**

Hours: Monday, Wednesday, Thursday 8am-5pm; Tuesday 8am-7pm; Friday 8am-12pm

### **Public Library: 25 Main Street**

Monday, Friday, Saturday 10am-5pm; Tuesday-Thursday 10am-9pm; closed Sunday

### **Public Safety: 32 Cordaville Road**

Police Dept.

Fire Dept. /Emergency Ambulance

### **Department of Public Works: 147 Cordaville Road**

Monday-Friday 8am-4pm

### **Recreation and Youth and Family Services: South Union Building, 21 Highland Street**

Monday-Thursday 9am-4pm; Friday 9am-12pm

### **Cordaville Hall: 9 Cordaville Road**

Board of Health Monday-Thursday 8am-12:30pm; Friday 8am-12pm

Building Dept./Zoning Dept./Conservation Dept.

Monday-Thursday 7am-4pm; Friday 8am-12pm

Council on Aging/Senior Center

Monday-Friday 8:30am-3pm; Saturday 9am-12pm



# **SOUTHBOROUGH AT A GLANCE**

(continued)

## **Southborough, MA Worcester County**

**Area:** 13.79 square miles  
68.12 miles of Town roads  
10.72 miles of State roads

**Population\*:**  
10, 259

**Tax Rate:**  
\$13.91 per thousand

**Form of Government:**  
Open Town Meeting; Select Board

*\*based on Town Clerk's most  
recent census data*

## **How Do I?**

**License My Dog:**  
(508) 485-0710 ext. 3006 or  
[dogs@southboroughma.com](mailto:dogs@southboroughma.com)

**Register to Vote:**  
<https://www.sec.state.ma.us/ovr/>

**Pay My Bills:**  
(508) 485-0710 ext. 3010 or  
[southboroughtown.com/treasurercollector](http://southboroughtown.com/treasurercollector)

**Real Estate/Excise Tax Questions:**  
(508) 485-0710 ext. 3010 (Treasurer)  
(508) 532-0710 ext. 3016/3017 (Assessors)

**Transfer Station Information:** (508) 485-1210  
**Hours of Operation:**  
Wednesday-Saturday 8 AM- 6 PM

## **Elementary Schools:**

**Albert S. Woodward Memorial School;** 28 Cordaville Road  
**Margaret A. Neary School;** 53 Parkerville Road  
**Mary E. Finn School** 60 Richards Road  
**P. Brent Trottier Middle School;** 49 Parkerville Road

## **High Schools:**

**Algonquin Regional;** 79 Bartlett Street, Northborough  
**Assabet Valley Regional Vocational;** 215 Fitchburg Street, Marlborough

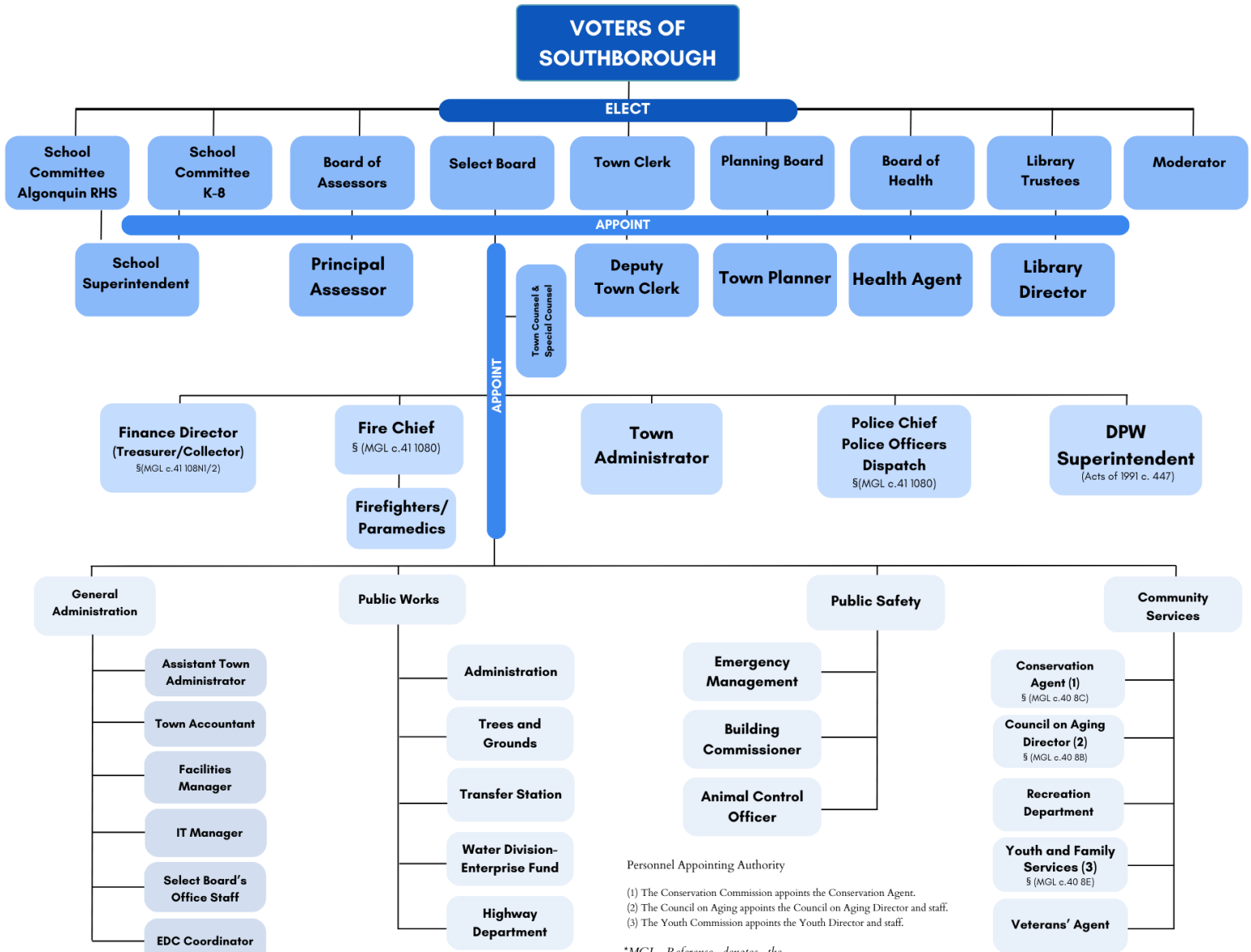
## **Private Schools:**

**Fay School;** 48 Main Street  
**St. Mark's School;** 25 Marlboro Road  
**The New England Center for Children;** 33 Turnpike Road

# SOUTHBOROUGH AT A GLANCE

(continued)

## Town of Southborough Organizational Chart



Personnel Appointing Authority

(1) The Conservation Commission appoints the Conservation Agent.

(2) The Council on Aging appoints the Council on Aging Director and staff.

(3) The Youth Commission appoints the Youth Director and staff.

\*MGL Reference denotes the statutory Appointing Authority



# OFFICERS OF THE UNITED STATES OF AMERICA

As of December 31, 2023

President.....Joseph R. Biden, Jr.  
VicePresident.....Kamala Harris  
U.S. Senators in Congress.....Edward J. Markey and Elizabeth A. Warren  
U.S. Representative in Congress, Fifth District.....James McGovern

## STATE OFFICIALS

Governor.....Maura Healey  
Lieutenant Governor.....Kim Driscoll  
Secretary of State.....William Francis Galvin  
Attorney General.....Andrea Joy Campbell  
Treasurer.....Deborah B. Goldberg  
Auditor.....Diana DiZoglio  
Governor's Councillor, Third District.....Marilyn M. Petitto Devaney  
State Senator in General Court, Middlesex and Worcester District.....James Eldridge  
State Representative, 8th Middlesex District.....Kate Donaghue

## COUNTY AND DISTRICT OFFICIALS

District Attorney.....Joseph D. Early, Jr.  
Worcester Regional Retirement System.....Kevin P. Blanchette  
Register of Probate, Worcester County.....Stephanie K. Fattman  
Register of Deeds, Worcester District.....Katherine A. Toomey  
Clerk of Courts.....Dennis P. McManus

# TOWN OFFICERS

As of December 31, 2023

## **ELECTED OFFICIALS**

### **ASSABET VALLEY REGIONAL SCHOOL**

#### **DISTRICT COMMITTEE- 4 years**

Mark E. Pietrewicz (2026)

#### **BOARD OF ASSESSORS-3 years**

Jeffrey W. Klein (2025)

Tammi A. Rice (2026)

Heath S. Widdiss (2024)

### **BOARD OF COMMISSIONERS OF TRUST**

#### **FUNDS- 3 years**

Susan Delarda-Wood (2024)

Nicolas McCoy (2025)

Sam Stivers (2026)

#### **BOARD OF HEALTH- 3 years**

Chelsea M. Malinowski (2024)

Safdar Medina (2025)

Elizabeth Zulick (2026)

#### **SELECT BOARD- 3 years**

Kathryn M. Cook (2025)

Andrew R. Dennington (2024)

Alfred Hamilton (2026)

Marguerite Landry (2026)

Sam Stivers (2025)

### **BOARD OF TRUSTEES**

#### **SOUTHBOROUGH LIBRARY- 3 years**

Jane C. Davis (2026)

David C. Ekberg (2024)

Marguerite H. Landry (2025)

Janet M. Maney (2025)

Kimberly L. Regan (2024)

Amy S. Yazdani (2026)

#### **MODERATOR- 1 year**

Paul M. Cimino (2024)

### **NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE- 3 years**

#### **Southborough**

Paul H. Desmond (2026)

Kathleen A. Harragan (2024)

Cathy A. Kea (2024)

Matthew J. Spencer (2025)

John Wysocki (2026)

#### **Northborough**

Karen Ares (2024)

Christopher D. Covino (2026)

Joan G. Frank (2025)

Kathleen M. Howland (2024)

Sean P. O'Shea (2026)

#### **PLANNING BOARD- 5 years**

Lisa Braccio (2028)

Deborah DeMuria (2028)

Marnie L. Hoolahan (2024)

Meme Luttrell (2026)

Jesse T. Stein (2025)

#### **SCHOOL COMMITTEE- 3 years**

Roger W. Challen (2025)

Zhi Li (2026)

Chelsea Malinowski (2026)

Kamali Aieka O'Meally (2024)

Jennifer Lane Primack (2024)

#### **SOUTHBOROUGH HOUSING**

##### **AUTHORITY- 5 years**

Robert John Braccio (2026)

Bertha T. Ginga (State Appointee)(2024)

Nancy G. Morris (2024)

Nancy Soter (2028)

John M. Wood (2025)

#### **TOWN CLERK - 3 years**

James F. Hegarty (2026)

## **APPOINTED OFFICIALS - by Moderator**

*Terms to expire June 30th of year specified,  
unless otherwise indicated.*

#### **ADVISORY COMMITTEE- 3 years**

Timothy W. Martel (2025)

Adam Nodiff (2025)

Andrew T. Pfaff (2026)

Howard Rose (2025)

Marci Jones Salow (2024)

Larry Samberg (2024)

#### **PERSONNEL BOARD - 3 years**

Doriann Jasinski (2024)

Michelle Jones-Johnson (2025)

Jason W. Malinowski (2025)

Barry J. Rubenstein (2026)

John E. Thorburn (2025)

#### **PUBLIC WORKS PLANNING BOARD - 3 years**

##### **APPOINTED BY MODERATOR**

Mark S. Bertozzi (2026)

William J. Boland (2024)

James A. Harding (2025)

##### **APPOINTED BY PLANNING BOARD**

Deborah DeMuria (2025)

Sam Stivers (2026)



# TOWN OFFICERS

(continued)

## **APPOINTED OFFICIALS - By Select Board**

*Terms to expire June 30th of year specified, unless otherwise indicated.*

### **AFFORDABLE HOUSING TRUST FUND**

#### **COMMITTEE- 2 years**

William J. Boland (2025)

Kathryn M. Cook (2025)

Andrew R. Dennington, II (2025)

Alfred Hamilton (2025)

Doriann M. Jasinski (2025)

Marguerite Landry (2025)

Sam Stivers (2025)

### **AMERICANS WITH DISABILITIES ACT (ADA)**

#### **COORDINATOR- 1 year**

Mark J. Purple (2024)

### **ANIMAL CONTROL OFFICER/**

#### **ANIMAL INSPECTOR - 1 year**

Jennifer A. Condon (2024)

### **ASST. TOWN ACCOUNTANT - 1 year**

Debra Ferrante (2024)

### **ASST. TOWN ADMINISTRATOR- 1 year**

Vanessa D. Hale (2024)

### **BUILDING DEPARTMENT**

#### **INSPECTOR OF BUILDINGS- 3 years**

Casey Burlingame (2026)

#### **ALTERNATE BUILDING INSPECTOR - 1 year**

Gene Novak (2024)

#### **ELECTRICAL INSPECTOR - 1 year**

James Colleary (2024)

#### **ASSISTANT ELECTRICAL INSPECTORS - 1 year**

Jack Nemensky (2024)

Steve Curtis (2024)

### **(APPOINTED BY INSPECTOR OF BUILDINGS)**

#### **PLUMBING/GAS INSPECTOR - 1 year**

Austin P. Belliveau (2024)

#### **ASSISTANT PLUMBING/GAS INSPECTOR - 1 year**

Ken Salsman (2024)

### **COMMUNITY PRESERVATION COMMITTEE - 3 years**

Lisa Braccio (2024)- Planning Board Rep.

Grant Farrington (2025)- Historical Comm. Rep.

Kristin L. LaVault (2024)- Recreation Comm. Rep.

Ellen Marya (2026)- Citizen-At-Large

Brett Peters (2026)- Citizen-At-Large

Benjamin B. Smith (2024)- Conservation Comm. Rep.

VACANCY (2023)- Housing Authority Rep.

VACANCY (2023)- SHOPC Rep.

VACANCY (2025)- Open Space Preservation Comm. Rep.

### **CONSTABLE- 1 year**

Jonjy Ananth (2024)

Rajoo Ananth (2024)

### **CONSERVATION COMMISSION- 3 years**

Kevin Farrington (2024)

Mark Possemato (2026)

Benjamin Smith (2026)

Melinda Upton (2024)

Elizabeth Zulick (2026)

VACANCY (2024)

VACANCY (2025)

### **COUNCIL ON AGING - 3 years**

Mary Ann Anderson (2024)

Michael L. Backer (2025)

Gerald V. Capra (2025)

William H. Harrington (2024)

Sandra L. Kiess (2025)

Joyce Macknauskas (2024)

Douglas C. Peck (2026)

P. Brent Trotter (2025)

Carol A. Yozzo (2025)

#### **ALTERNATE MEMBERS- 1 year**

Jeff Schiebe (2025)

VACANCY (2023)

### **DEPUTY TREASURER/COLLECTOR - 1 year**

David J. Birri (2023)

### **DIRECTOR OF FACILITIES- 1 year**

John A. Parent (2023)

### **ECONOMIC DEVELOPMENT COMMITTEE**

Robert S. Anderson (2024)

Karen Anglim (2025)

Michael D. Moorehead (2024)

Khoi Nguyen (2025)

Michael Nordstron (2025)

### **ECONOMIC DEVELOPMENT COORDINATOR - 1 year**

Leah Emerson (2024)

### **ETHICS COMMISSION LIAISON- 1 year**

James F. Hegarty (2024)

### **FINANCE DIRECTOR/TREASURER/COLLECTOR- 3 years**

Brian P. Ballantine (2025)

# TOWN OFFICERS

(continued)

**FIRE CHIEF- 3 years**  
Steven E. Achilles (2024)\*

**FIRE WARDEN - 1 year**  
Steven E. Achilles (2024)\*

**GRANT COORDINATOR - 1 year**  
Carla McAuliffe (2024)

**HIPAA PRIVACY OFFICER- 1 year**  
Vanessa D. Hale (2024)

**HISTORICAL COMMISSION- 3 years**  
Dan Blanchard (2025)  
James Blaschke (2025)  
Grant Farrington (2026)  
Michele Hokinson (2024)  
Kevin D. Miller (2025)  
Kelly O'Brien (2026)  
Anne M. Pfaff (2025)

**METROPOLITAN AREA PLANNING COUNCIL- 3 years**  
Deborah DeMuria (2025)  
VACANCY (2025)

**METROWEST REGIONAL COLLABORATIVE- 1 year**  
Meme Luttrell (2024)- *Planning Board Rep.*  
Sam Stivers- (2024) *Select Board Rep.*

**METROWEST REGIONAL TRANSIT AUTHORITY- 1 year**  
Sam Stivers (2024)

**MUNICIPAL COORDINATOR-(Right-to-Know Law)- 1 year**  
Steven E. Achilles (2024)\*

**MUNICIPAL HEARING OFFICER- 1 year**  
John E. Thorburn (2024)

**MUNICIPAL TECHNOLOGY COMMITTEE- 3 years**  
Ryan Donovan (Ex-Officio)(no expiration)  
Jason Montijo (Ex-Officio) (no expiration)  
Ryan O'Leary (Ex-Officio)(no expiration)  
**SELECT BOARD APPOINTEES**  
Orla Daly (2024)  
Angela K. Varner (2025)  
**LIBRARY TRUSTEES APPOINTEE**  
Matthew Jared Probst (2024)  
**SCHOOL COMMITTEE APPOINTEES**  
Joseph Z. Provo (2025)  
Yash Ukidave (2026)

**NEARY SCHOOL BUILDING COMMITTEE- 1 year**  
Brian Ballantine (Ex-Officio)(no expiration)  
Keith Lavoie (Ex-Officio)(no expiration)  
Gregory Martineau (Ex-Officio)(no expiration)  
Steve Mucci (Ex-Officio)(no expiration)  
Rebecca Pellegrino (Ex-Officio)(no expiration)  
Mark Purple (Ex-Officio)(no expiration)  
Stefanie Reinhorn (Ex-Officio)(no expiration)  
Kathleen Valenti (Ex-Officio)(no expiration)  
Roger Challen (School Committee Rep.) (2024)  
Kathryn Cook (Select Board Rep.) (2024)  
Mark Davis (Citizen-at-Large) (2024)  
Denise Eddy (Citizen-at-Large) (2024)  
Christopher Evers (Citizen-at-Large) (2024)  
Jason Malinowski (Capital Planning Rep.) (2024)  
Andrew Pfaff (Advisory Committee Rep.) (2024)

**OPEN SPACE PRESERVATION COMMISSION- 5 years**  
Frederica Gillespie (2026)  
Joan Levenson (2027)  
Leslie Naditch (2024)  
Christopher Tully (2024)  
VACANCY (2028)

**PARKING CLERK- 1 year**  
Brian P. Ballantine (2024)

**POLICE DEPARTMENT**  
*Chief of Police- 3 years*  
Ryan M. Newell (2025)  
*Constable - 1 year*  
Ryan M. Newell (2024)  
*Jail Keeper - 1 year*  
Ryan M. Newell (2024)  
*Lieutenant - 1 year*  
Sean McCarthy (2024)  
*Detective - 1 year*  
Stephen Neivert (2024)

*Sergeants - 2 years*  
James V. Deluca (2024)  
Stephen Neivert (2024)  
Thomas Rock (2024)  
Timothy J. Slatkavitz (2024)  
Michael T. Whelan (2024)

*Officers- 2 years*  
Riley Brown (2024)  
Austin Chapski (2024)  
Cameron Chapski (2024)  
Julia Fontana (2024)  
James Gallagher (2024)  
Tyler Lu (2024)  
Keith Nichols (2024)  
Jeffrey Norton (2024)  
Luke Soccorso (2024)  
Frank Urbani (2024)  
W. John Woodford III (2024)

\*Retired February, 2024



# TOWN OFFICERS

(continued)

## **POLICE DEPARTMENT (cont.)**

*Police Business Administrator - 1 year*  
Cynthia McLeod (2024)

*Communications Officers- 1 year*  
*Full-time*

Kyle Devincent (2024)  
Stephanie Fontaine (2024)  
David Maida (2024)  
Brittany Remillard (2024)  
Christina Stapleton (2024)

*Part-time*  
Nadia Badenhause (2024)  
Nancy Dauteuil (2024)  
Charles Goodwin (2024)

*Special Officers- 1 year*  
David Hagen

*Student Officer- 1 year*  
Theodore Davis

*Chaplain - 1 year*  
Rev. James B. Flynn (2024)

**PROCUREMENT OFFICER, CHIEF-1 year**  
Mark J. Purple (2024)

**PUBLIC ACCESSIBILITY COMMITTEE - 1 year**  
Marguerite Landry (2025)  
William W. Sines (2025)  
William B. Warren (2024)  
Casey Burlingame (Ex-Officio) (no expiration)  
Mark J. Purple (Ex-Officio) (no expiration)  
VACANCY (2024)  
VACANCY (2025)

**RECREATION COMMISSION - 3 years**  
Donald P. Dumont (2026)  
Jennifer P. Hansen (2024)  
Kristen LaVault (2025)  
Rachael E. O'Day (2026)  
Johanna Sheyner (2024)

**REGISTRAR OF VOTERS - 3 years**  
Keith Ackley (2026)  
Tomasz Kierul (2025)  
Tracey D. Navaroli (2024)  
James F. Hegarty (Ex-Officio)(no expiration)

**SEXUAL HARASSMENT OFFICER- 1 year**  
Gregory Manousos (2024)

**SOUTHBOROUGH CULTURAL ARTS COUNCIL-**  
**2 calendar years**  
Jen Hansen (10/2/2025)  
Elizabeth Kesselman (10/2/2025)  
Catherine M. Weber (10/2/2025)  
VACANCY(1/7/2024)

## **SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE (SEPC) (AD HOC)- unlimited**

Steven Achilles \*  
Dana Amendola  
Lisa M. Braccio  
Matthew F. Braccio  
Casey Burlingame  
Annette Casco  
Sarah A. Cassell  
William Cundiff  
Melissa Danza  
Robert C. Lagasse  
Sherri A. Lajeunesse  
Pamela M. LeFrancois  
Jason Montijo  
Scott E. Navaroli  
John A. Parent  
Alicia R. Porter  
Mark J. Purple  
Karina G. Quinn  
Dana E. Sgrosso  
Mark A. Spruill  
Jason Talerman  
John P. Tommaney  
Taylor West  
Carol A. Willoughby  
11 VACANCIES

## **SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE - 3 years**

Thomas Bhisitkul (2025)  
Paul Desmond (2026)  
Alfred Hamilton (2026)  
Doriann Jasinski (2024)  
Douglas Manz (2025)  
Jesse T. Stein (2024)  
John M. Wood (2024)

## **SOUTHBOROUGH SCHOLARSHIP ADVISORY COMMITTEE - 3 years**

Stephanie Butler (2024)  
Isabelle Q. Murphy (2025)  
5 VACANCIES

\*Retired February, 2024

# TOWN OFFICERS

(continued)

## **SOUTHBOROUGH STEWARDSHIP COMMITTEE- 1 year**

Kevin Farrington [Conservation Commission Rep.](2024)  
Frederica J. Gillespie [Open Space Commission Rep.] (2024)  
Joyce M. Greenleaf (2024)  
Kathryn McKee (2024)  
Brett Peters (2024)  
VACANCY  
VACANCY

## **SOUTHBOROUGH TRAILS COMMITTEE-Bylaw Committee**

Isabella B. Bogdanski (2025)  
Thomas Marcoulier (2024)  
Kathryn McKee (2024)  
Satyendra Sharma (2024)  
William Warren (2025)

## **SPECIAL LEGAL COUNSEL- 1 year**

Mead, Talerman, and Costa (2024)

## **SUPERINTENDENT OF PUBLIC WORKS- 3 years**

William Cundiff (2026)

## **TAXATION AID COMMITTEE (AD HOC)- 1 year**

Maryann Anderson (2024)  
Brian P. Ballantine [Treasurer/Collector; Ex-Officio](2024)  
Harold Kiess (2024)  
Jeffrey W. Klein [Board of Assessors Chair] (2024)

## **TOWN ACCOUNTANT- 3 years**

Carla McAuliffe (2026)

## **TOWN ADMINISTRATOR- 3 years**

Mark J. Purple (2024)

## **TOWN COUNSEL- 1 year**

Mead, Talerman, and Costa (2024)

## **TREE WARDEN- 1 year**

## **VETERANS' AGENT AND BURIAL AGENT- 1 year**

Brian Stearns (2024)

## **VETERANS' GRAVE OFFICER- 1 year**

VACANCY

## **YOUTH COMMISSION- 3 years**

Karen Anglim (2025)  
Susan J. Beyer (2024)  
Laura Chiocco (2025)  
David M. Joyner (2024)  
Marguerite H. Landry (2025)  
Sara B. Michas (2026)  
Lauren J. Richey (2026)  
Nancy Sutton (2025)

## **ZONING BOARD OF APPEALS- 5 years**

Doris M. Cahill (2027)  
Paul N. Drepanos (2025)  
Jamie Mieth (2026)  
Craig W. Nicholson (2026)  
Michael A. Robinson (2024)  
David C. Williams (2027)  
Douglas Manz (Alternate Member)(2024)

## **APPOINTED OFFICIALS- By Board of Assessors**

*PRINCIPAL ASSESSOR/APPRaiser* - 3 years  
Paul T. Cibelli (2025)

## **APPOINTED OFFICIALS- By Board of Health**

*PUBLIC HEALTH DIRECTOR*

Heather Alker, MD, MPH

*BURIAL AGENT*

James F. Hegarty

## **APPOINTED OFFICIALS - By Council on Aging**

*SENIOR CENTER DIRECTOR*

Pam LeFrancois

## **APPOINTED OFFICIALS - By Town Clerk**

*ASSISTANT TOWN CLERK- 3 years*

Amy Berry (2025)

## **APPOINTED OFFICIALS - By Youth Commission**

*YOUTH AND FAMILY SERVICES DIRECTOR*

Sarah Cassell (2024)

# SELECT BOARD

Stemming from the Massachusetts General Laws, the five-member elected Select Board prepares town meeting warrants, makes appointments to town boards and offices, appoints and/or employs professional staff and town counsel, and grants licenses and permits. Apart from specifically enumerated statutory responsibilities, the Select Board sets policy and strategic direction, coordinated through the Town Administrator and his/her staff, the activities of other appointed boards, and addresses issues that have not previously been settled.

## Names and Faces

In 2023 we bid farewell to our beloved Payroll and Benefits Coordinator, Kristen Pasacane. Kristen had been with the Town for eight years and was always there to welcome you with a warm smile and open arms (if you were a hugger). In her time here, she flawlessly covered payroll with acute accuracy ensuring every employee remembered holidays and benefit updates. Kristen has since moved on to a department head role in the Town of Grafton and we wish her luck in her new position! As Kristen moved on, we welcomed Emily Boutin in November 2023 from the Town of Millbury. She comes with vast experience in payroll and benefits and has been a fortuitous addition to the team. From the second floor, we greeted Debbie Ferrante as our new Assistant Town Accountant. With her jolly disposition she has been a marvelous addition. Heidi Cibelli closed out her tenure on her twenty-fifth anniversary with a remarkable career in the Library and Accountant's office for which we salute her.

Southborough also wished a happy retirement to one of their finest, Police Officer [and Southborough born and bred] Kevin Landry after 25 years of service. As the School Resource Officer, he educated many students through the D.A.R.E. Program and conducted many ALICE drills to ensure student and staff safety. You can find him right across the street at Fay School in a campus security role. With his departure and the promotion of Lt Ryan Newell as our new Chief of Police in 2022, there were opportunities for upward movement within our consummate Police Department. Officer Thomas Rock, who started with the Department in July 2011, and Stephen Neivert, who started in November 2012, were both promoted to Sergeant. Their skills, leadership, and dedication to the job are huge assets that have been appreciated by the Chief and officers alike. Sergeant Sean McCarthy was promoted to Lieutenant on January 31, 2023, after a stellar career beginning as a dispatcher in 2004.

Additional transitions included welcoming Bill Cundiff who succeeded Karen Galligan as the town's DPW Superintendent. Bill came from the Town of Spencer as their Utilities and Facilities Superintendent. He was also the Town Engineer in Douglas for over 20 years. Since his arrival, he has fit in seamlessly and hit the ground running even before his first day! Former Director of Public Works from Billerica, Abdul Alkhatib, bridged the gap as Interim DPW Superintendent in January of 2023 and tirelessly assisted the department with day-to-day tasks and maintaining town infrastructure. Leah Emerson started in July 2023 as our new EDC Coordinator and made positive impacts immediately with her enthusiasm, meeting with businesses and hosting an ice cream social open-house night at the Senior Center to network and learn about the needs of businesses in Southborough. We also saw the addition of Casey Burlingame as Building Commissioner who filled the big shoes of Laurie Livoli. Laurie retired after five years in the department working with residents, builders, and attorneys to move commercial and residential projects to a successful and safe completion. The Building Department also gained an experienced new Business Administrator in Kelly O'Brien, who comes with a wealth of industry knowledge from her tenure in Medway. Kelly replaced Julieann Lamy, whose dedication to Commissioner Livoli and long service to the Town is greatly appreciated. We're fortunate to have successfully onboarded new, skilled team members who bring fresh perspectives and energy.

**2023 in retrospect:** During the past year the Select Board has been terribly busy; we'd like to share some brief details of the conversations and actions taken in 2023.

- St. Mark's Street Park/New Road: Although there was no ribbon cutting, it is a rare and exciting day when a municipality opens a new road [that isn't created in a subdivision or for housing purposes]. During the last several years, the planning and implementation of a pastoral park next to the library was completed. This project also included the re-pointing of St. Marks Street [on the Route 85 side] which relieved an area that was continually burdened with water retention issues. As we go to print, the park is nearly completed, benches have been installed and plantings will occur in the Spring.



# SELECT BOARD

(continued)

- **Tricentennial Committee:** In the Fall the Select Board appointed the following members to the Tricentennial Committee: Jim Blaschke, Andrew Dennington, Patricia Fiore, John Kendall, Steve Valentine, Ginny Martins and Don Morris who serves as Chair. The 300th anniversary of Southborough's incorporation occurs on July 6, 2027 and the Committee is excitedly beginning those preparations. Support at Town Meeting would be a great asset as we begin to fund the Committee's work, seek donations and prep for entertaining events throughout 2027. If you are a history buff, we'd love to hear from you. Old photos, documents and archival items would be of great interest to us as we start thinking about exhibits for the year 2027.
- **Senior Center renovations:** The Town is indebted to the students at Assabet who are constructing an addition to the front of Cordaville Hall. Between the junior and senior classes of carpentry, electrical, and plumbing, there are approximately 100 students working on the project which will garner approximately 50% savings over the total cost of the project.
- **ARPA disbursements:** Southborough received just over \$3,000,000 in ARPA [American Resue Plan Act] funds from the federal government to assist with the repercussions of the pandemic. During 2023, the following items were approved to be expended by the Select Board:
  - o Up to \$30,000 for refitting the public safety building training room for built in audio/visual broadcasting to host committee meetings in a hybrid format
  - o Funding for town website enhancements
  - o Additional funding for Voting Clickers for use at town meetings
  - o DPW replacement vehicles: GVW Cab & Chassis, Pick-Up with Plow
  - o Funding for a portion of the cost of Cordaville Hall renovations [Senior Center 1st floor]

**Grants:** The Select Board was delighted to receive news of many municipal grants awarded during 2023; here are a few examples:

DPW	\$167,000	MassDOT	Complete Streets Funding
Facilities Department	\$57,042	Dept of Energy Resources Green Communities Division	<ul style="list-style-type: none"> <li>o A Hybrid police cruiser</li> <li>o LED Lighting at Trottier School</li> </ul>
Police Department	\$19,970	Municipal Road Safety (MRS)	Overtime shifts & safety equipment for traffic safety patrols and <u>Impaired Driving campaigns</u>
Police Department	\$16,064	Executive Office of Public Safety	"Signal devices" and corresponding supplies to expand the <u>Body Worn Camera program</u> .
Recreation Department	\$25,000	Stanton Foundation	Planning grant to design a dog park on the capped Parkerville landfill [in front of Neary School]

**Housing services for displaced families:** In August the Town greeted 18 asylum seeking families in need of housing and assistance. We are so appreciative of the donations, volunteer assistance [including a Target registry] and empathy in our community that helped ease this transition for so many individuals during a difficult chapter in their life. We owe a special note of gratitude to Fire Chief Steven Achilles, Lisa Braccio and Carol Willoughby of the Town's CERT (Community Emergency Response Team) team and their peers who worked around the clock on this delicate operation. Interpreter Jean Riguel Ulysse helped to provide the necessary link between the service providers and the families, who spoke little to no English. Health Director Heather Alker and Youth and Family Service Director Sarah Cassell also provided valuable assistance in ensuring the health needs of the families were met, and that support services were made available as needed. Manager Steve Zagzoug and his staff at the Red Roof Inn deserve special recognition for answering the call to provide a housing option for these families in their time of need.

# SELECT BOARD

(continued)

**Breakneck Hill Farm clean up:** The Town came to an agreement with the Mass Dept. of Environmental Protection for a process to clean up the refuse on Town-owned conservation land. The Consent Order describes the dump contents as old tires, machine parts, a rusted 55-gallon drum, equipment and construction debris, and general trash. A contract has been awarded for the clean up.

**Intramunicipal agreement with Town of Hopkinton:** The Select Board has been in discussions with the Town of Hopkinton regarding an intermunicipal agreement to transmit water to Hopkinton. While the water comes from the MWRA, Hopkinton would purchase the water directly from Southborough. The plan is designed to address Hopkinton's issues with PFAS in its current water supply. The agreement is for 25 years and allows Hopkinton to purchase 2.7 million gallons per day. Hopkinton would pay for all design and construction costs for the two new water mains that would be installed and pay for some upgrades to Southborough's system. Additionally, Hopkinton would contribute \$1 million for miscellaneous water-related projects in Southborough. The goal is to present to the Town of Hopkinton an updated IMA that deals with the final substantive issues still on the table. In addition to finishing the IMA, Southborough needs to do two things: (1) conduct a public forum with the neighbors of the Oak Hill Road tank to make sure they are aware of the changes to the tank - mostly an increase in the tank's height and (2) to apply to the ZBA for a variance for the height of the Oak Hill tank.

**Community Relations:** During the Summer of 2023, Southborough 4th grader Semona Peet asked the Select Board to support efforts to have the Blue-Spotted Salamander designated the official state amphibian. Peet (with April Gibson), initially pursued getting a state bill passed as part of their Woodward 3rd grade advocacy project. They convinced Senator Eldridge and then-Representative Carolyn Dykema to co-sponsor a bill and Peet testified in front of the State Administration and Regulatory Oversight Committee. A new bill was filed this year, H.3096, which Representative Kate Donaghue signed onto and Peet says is also co-sponsored by Eldridge for which the Select Board issued a letter of support. As of now, the bill is still being studied by the Committee. We would be delighted to usher Ms. Peet to the bill signing by Governor Healey if it is enacted!

**Scholarship winners:** To end on a lovely celebratory note, in 2023 the Town Scholarship Committee awarded \$4,000 to several Southborough seniors as they embarked on their college chapter. We were pleased to honor Jack Battles, Sean Desmond, Katie Cullen, Shan Tang, Erin Navaroli, Selma Satpathy and Owen Morse. Bravo to them all!

The Select Board would like to especially thank their staff, Mark Purple, Town Administrator, Vanessa Hale, Assistant Town Administrator, Melanie Otsuka, Executive Assistant to the Select Board and Katie Barry, Business Administrator, for the exceptional work they do to carry out the day-to-day operations of this busy department and their frequent assistance to all town departments.

The Board also extends its sincere appreciation to all department heads, staff, and boards and committees for their loyal service and contributions made to the Town of Southborough! Finally, the Select Board's Office continues to expand our social media footprint. Find us at [www.southboroughtown.com](http://www.southboroughtown.com) or @17Common. The Town Administrator's Newsletter was launched in 2023; current and past editions can be found here: <https://www.southboroughma.gov/795/Town-Administrator-Newsletter>



Photo: Vanessa Hale

## The 2023-2024 Select Board

( Back row: Sam Stivers; Kathryn Cook, Vice-Chair; Al Hamilton; Front row: Marguerite Landry; Andrew Dennington, Chair)

*"The growth and development of people is the highest calling of leadership."*

*—Harvey S. Firestone*

# BOARD OF ASSESSORS

## BOARD OF ASSESSORS

Jeffrey W. Klein, Chair  
Tammi A. Rice, Vice-Chair  
Heath S. Widdiss, Member

Last fall, the Board of Assessors completed its annual revaluation of all real and personal property within the Town of Southborough as required by Massachusetts General Laws. As a result of this year's revaluation, Southborough's overall assessment of all real estate and personal property increased from \$3.241 billion to \$3.567 billion in fiscal year ('FY') 2024. Analysis of real estate sales and market conditions yielded significantly increased residential assessments for the second straight year in all price ranges due to low interest rates combined with high demand and a severe inventory shortage. Commercial assessments experienced a small increase in total value; however, vacancy rates remain high in office buildings while rents for this type of space are declining as property owners attempt to attract new tenants. Assessments of industrial properties continue to rise, fueled by strong demand, rising rents and low vacancy rates. The average single-family home assessment in Southborough rose from \$803,500 to \$893,400 in FY2024, an 11.19% increase. The FY2024 tax rate decreased sharply from \$14.76 to \$13.91 per thousand, while the average assessed single family home tax bill increased from \$11,860 to \$12,427, an increase of \$567, or 4.78%. It should be noted that FY2024 assessments reflect the value of real and personal property as of January 1, 2023. Real estate values in all neighborhoods were assessed based on sales transactions occurring in calendar year 2022. Calendar year 2023 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2025.

In FY2024, the Assessors calculated \$48.82 million in "new growth", which is value generated from new construction, renovations, and new personal property. This represents \$720,635 in additional revenue for the community, a 7.34% increase from \$671,388 collected in FY2023. This year's new growth is consistent with the previous five-year average of \$721,523 as well as the ten-year average of \$728,835. Based on projections, new growth is expected to be well below both the 5-year and 10-year averages as new property development opportunities decline within the community.

In 2023, the department continued its single-family measure and list program utilizing our outside consultant, Real Estate Research Company Inc. (RRC). Guidelines set forth by the Department of Revenue's Bureau of Local Assessment (BLA) require all municipalities in the Commonwealth to have a cyclical inspection program in place to inspect all improved real estate parcels once every ten years, at a minimum. The department goal is to complete 2,600 inspections and all associated data entry by the conclusion of calendar year 2025. The scope of this project includes inspecting and measuring all improvements, photographing the front and rear of each house, as well as conducting an interior inspection. The purpose of this project is to update the physical characteristics of each property in our database which is utilized in determining annual assessments. 673 properties were inspected over the past eight months for a total of 1,361 since the project launched in April 2022. The Board of Assessors would like to express their sincere gratitude to those property owners who provided access to their homes for interior inspections, allowing us to ensure the accuracy of our data.

In March of 2023 the department upgraded our existing real estate valuation software, called Assess Pro Classic, through Patriot Properties Inc., to the company's new AP-5 platform. This change was necessary as the Classic version of the software will no longer be supported in the next several years. Both the old and new systems were utilized side by side for eight months with all data and valuation changes being made in both systems. Although this strategy increased the workload significantly, it identified several issues that needed to be rectified in AP-5 and provided assurance that the new system was producing proper valuations and reporting. With the staff's dedication and hard work, the department's goal of producing our Town's FY2024 assessments on the new platform was met in a timely manner. The Classic version of Assess Pro will be retired in the near future.



# BOARD OF ASSESSORS

(continued)

Above and beyond the department's annual responsibilities, the Board would like to thank our staff for their extra effort in handling the additional workload created by the cyclical inspections and software upgrade. Working together, they have progressed through both projects in an organized and professional manner. We would also like to recognize our Deputy Assessor Lori Esposito for completing four additional 32-hour courses over the past twelve months, towards a Massachusetts Accredited Assessor (M.A.A.) designation. With her course work and two-year apprenticeship requirements completed, Lori recently applied for her M.A.A. designation.

The Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income, and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1, 2023, for FY2024). Income limits for a single person are \$25,009 or \$37,515 combined for a married couple. The Assessors will then deduct a "minimum social security" allowance, which is set by the DOR each year. This year, the deduction is \$5,653 for an individual and \$2,827 for a spouse, for a total of \$8,480 per married couple. The asset limit for a single person is \$50,018; \$68,773 for a married couple. The asset limit does not include the applicant's home (up to a three-family dwelling) or vehicles. If an applicant meets the above criteria, he or she is eligible to receive a \$1,000 base annual reduction of their real estate taxes. Applications for Clause 41C are available at the Assessors' office or on the website: [www.southboroughma.gov](http://www.southboroughma.gov). Applications must be returned to the Assessors' office within three months after the actual tax bill is mailed.

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can volunteer to work for a town department for approximately 100 hours per year for which they receive a \$1,500 reduction on their property taxes. To be eligible, the individual must be a Southborough resident who owns and occupies the residence to which the credit will be applied. There are approximately 30 positions available annually for seniors who wish to participate. This program is facilitated by the Council on Aging and applications are available at the Senior Center.

The last program to assist seniors is a Clause 41A Tax Deferral, which permits taxpayers to defer up to 100% of their real estate taxes. To be eligible, the applicant must be 65 years of age as of July 1, 2023, and have lived in Massachusetts at least 10 consecutive years, and have owned and occupied any real estate in the Commonwealth for 5 years or is a surviving spouse who has inherited the real estate and occupied it for 5 years. Income cannot exceed \$45,000; there are no asset limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program are available at the office of the Assessors' office or on the department's website.

Personal real estate exemptions are also available to qualifying veterans ranging from an annual base of \$400, up to a full exemption. Veterans or surviving spouses must meet certain criteria to be eligible. Blind persons are also eligible for a base exemption of \$500, by submitting required documentation from the Massachusetts Commission for the Blind. Additional information regarding these exemptions is available at the Assessors' office or [www.southboroughma.gov](http://www.southboroughma.gov)

At the Annual 2020 Town Meeting, voters passed a Board of Assessors-sponsored article to provide additional exemption amounts up to 100% of the annual base exemption. This applies to personal real estate exemptions for eligible blind persons, veterans, surviving spouses and seniors. The additional exemption amount varies and is phased in over a course of years. Using a formula set forth by Massachusetts General Law, the amount may fluctuate from year to year. Exemption applications must be submitted to the Office of the Assessors annually by April 1st of the fiscal year.

# TOWN MODERATOR

Once again, warm greetings from your Moderator, Paul Cimino. I thank you for your continued support at the 2023 Town election, and I continue to make every effort to reward that support in my service to our Town in this role.

In Southborough the Moderator is elected during the Annual Town election each year for a term of one year, and serves Town Meeting directly, independent of the other components of our Town government. The Moderator performs two essential functions on behalf of Town Meeting. First, as the title implies, the Moderator presides over the proceedings at the Annual Town Meeting in the spring each year, as well as any Special Town Meeting that may be called at any other time during the year. Second, on behalf of Town Meeting the Moderator appoints members to the Advisory Committee, Personnel Board, and Public Works Planning Board.

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## Annual Town Meeting

In Massachusetts towns, an Annual Town Meeting (ATM) is required by law, and for well over 300 years ATM has been a staple of our New England tradition for maintaining local control through direct citizen-voter involvement in Town governance. Town Meeting is the Town's "legislature" and acts on all proposed new or amended By-Laws, and approves all components of the annual Town budget. In Southborough, our ATM is an "open" Town Meeting (as opposed to a "representative" Town Meeting generally found in larger towns), which means that any registered voter may have a direct voice in the operation of our Town by attending, speaking, and voting on any matter taken up at the Town Meeting. An open Town Meeting is the purest and most democratic form of local self government in the United States, and the Moderator presides over it, maintaining flow and decorum.

In Southborough, our Town Meetings are formally governed by Massachusetts General Law chapter 39 and Southborough Town Code chapter 41. In addition, for purposes of order and procedure, Southborough long ago adopted a reference called "Town Meeting Time: A Handbook of Parliamentary Law" as published by the Massachusetts Moderators Association.

The quorum necessary to convene our Town Meetings is 100 registered voters. The business of Town Meeting is guided by a document called the Warrant, which is published in advance by the Board of Selectman and contains all of the various Articles that Town Meeting will consider. No issue may be taken up at a Town Meeting if it does not first appear on the published Warrant.

As I write this in early 2024, we are set to convene for the 2023 ATM at 10:00a.m. on Saturday, March 23rd at the Trottier Middle School auditorium. As in the past, if all of the business in the Warrant has not been disposed of on the first day, ATM will continue to another session. Note that any Town Meeting must be formally concluded after consideration of all of the business contained in the Warrant, before any action of the meeting becomes official.

# TOWN MODERATOR

(continued)

## Appointments

In Southborough the Moderator appoints members to the Advisory Committee, Personnel Board, and a subset of the Public Works Planning Board. These bodies act independently and publish separate reports elsewhere in this Annual Town Report. Since our last ATM I have appointed/re-appointed the following current members through the term indicated. Please join me in offering sincere thanks to these volunteers!

To the Advisory Committee:

Andrew Pfaff (2026)

Larry Samberg (2024)

To the Personnel Board:

Barry Rubenstein (2026)

To the Public Works Planning Board:

Mark Bertonazzi (2026)

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Once again, I am honored to act as your Moderator. I continually monitor e-mail at [moderator@southboroughma.com](mailto:moderator@southboroughma.com), so I can be reached there directly at any time for any question or just to discuss a topic of interest. I am always happy to meet in person as well.

See you at Town Meeting!

Best regards,

Paul Cimino

Moderator

# PERSONNEL BOARD

The Southborough Personnel Board is an independent citizen board appointed by the Town Moderator to administer the Town's Personnel Bylaw, aka "The Salary Administration Plan" or "SAP" (Town Code Ch. 31). Members of the board serve three-year terms. The SAP governs employees who are not covered by a union or employment contract. The Board typically meets once a month on Wednesdays. Its authority and responsibilities are defined by the SAP and include: making recommendations on policy, classifying non-union employee positions, approving salary increases, administering tuition reimbursement and employee training development funds, reviewing salary schedules, and recommending SAP changes to Town Meeting. Members include Doriann Jasinski, Michelle Jones-Johnson, John Thorburn, Jason Malinowski, and Barry Rubenstein (Chair).

## 2023 ACCOMPLISHMENTS

- Enhanced vacation benefits to improve employee recruitment and retention.
- Completed SAP-required salary study to assure market competitiveness and internal pay equity.
- Recommended a revised SAP to the voters at Town Meeting in March 2023 that included synchronizing salary adjustments to July 1 to match the municipal budget cycle.
- Capped vacation and sick leave accrual for new hires to reduce Town liability for post-termination payouts.
- Funded employee training for all staff on public speaking and diplomatic interactions.
- Progressed towards completion of an Employee Handbook that assembles town policies, procedures, compensation language, job descriptions, paid leave and other benefits. The Board is finalizing this document with the guidance of Labor Counsel.
- In collaboration with the Town Administrator's office, adopted a template that will create a consistent format of all SAP job descriptions. Kudos to Melanie Otsuka in the Select Board office who has been a terrific partner with this comprehensive endeavor.
- Continued to work closely with the Town Administrator, who serves as the Town's Personnel Director under the Town Administrator Bylaw (Town Code, Ch 27, Article IX).

## ACKNOWLEDGEMENTS

We receive a great deal of counsel and assistance from Town employees throughout the year. We were saddened to say goodbye to Benefit & Payroll Coordinator Kristen Pasacane who assisted the Board with many financial estimates throughout the year but celebrate her promotion with the Town of Grafton.

The Personnel Board thanks:

Mark Purple, Town Administrator/Personnel Director

Brian Ballantine, Finance Director/Treasurer-Collector

Vanessa Hale, Assistant Town Administrator, Staff Liaison to the Personnel Board

Jim Hegarty, Town Clerk and Amy Berry, Deputy Town Clerk

Lastly, we thank all the Town employees who work quietly and diligently without nearly enough fanfare, and the generous taxpayers who support their work.



# TOWN ACCOUNTANT

## *Town of Southborough*

### *Balance Sheet - All Funds*

*June 30, 2023*

	General Fund	Special Revenue Funds	Capital Project Funds	Enterprise Funds	Trust and Agency Funds	Long-term Debt Account Group	TOTAL
<b>ASSETS</b>							
Cash and cash equivalents	10,934,072	8,951,707	1,573,952	1,458,751	8,247,265		31,165,747
Receivables:							
Septic Bett Int Added to Tax							-
Property Taxes	203,759						203,759
Tax Liens and foreclosures	327,862	789		5,071			333,722
Motor vehicle excise	147,849						147,849
Departmental		489,957		187,057			677,013
Less: Allowance for abatements	(653,009)						(653,009)
Prepaid Expenses							-
Due from Commonwealth							-
Amounts to be Provided for Ret of Debt						25,167,081	25,167,081
<b>Total Assets</b>	<b>10,960,533</b>	<b>9,442,453</b>	<b>1,573,952</b>	<b>1,650,878</b>	<b>8,247,265</b>	<b>25,167,081</b>	<b>57,042,162</b>
<b>LIABILITIES &amp; FUND BALANCES</b>							
<b>Liabilities:</b>							
Warrants and accounts payable	1,054,907	252,838		20,965	19,824		1,348,533
Other accrued liabilities	2,395,805	13,143					2,408,948
Notes payable			3,603,406				3,603,406
Bonds payable						25,167,081	25,167,081
Deferred revenue	26,461	490,745		192,128			709,334
Agency Funds					90,271		90,271
Other liabilities	19,839						19,839
<b>Total Liabilities</b>	<b>3,497,011</b>	<b>756,726</b>	<b>3,603,406</b>	<b>213,092</b>	<b>110,096</b>	<b>25,167,081</b>	<b>33,347,413</b>
<b>Fund Balances:</b>							
Reserved for:							
Encumbrances & continued appropriations	2,101,064	879,845		249,236			3,230,145
Petty cash	381						381
Subsequent year expenditures	2,352,894	630,978		450,000			3,433,872
Debt Service							-
Undesignated Fund Balance	3,009,181	7,174,904	(2,029,454)		8,137,169		16,291,800
Unreserved Retained Earnings				738,550			738,550
<b>Total Fund Balances</b>	<b>7,463,520</b>	<b>8,685,726</b>	<b>(2,029,454)</b>	<b>1,437,786</b>	<b>8,137,169</b>		<b>23,694,748</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>10,960,532</b>	<b>9,442,453</b>	<b>1,573,952</b>	<b>1,650,878</b>	<b>8,247,265</b>	<b>25,167,081</b>	<b>57,042,161</b>

# TOWN ACCOUNTANT

(continued)

<b>TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2023</b>				
	OPENING		LESS	CLOSING
	BALANCE			BALANCE
<u>ACCOUNT</u>	<u>7/1/2022</u>	<u>RECEIPTS</u>	<u>EXPENDITURES</u>	<u>6/30/2023</u>
GRANTS	1,108,461	3,202,059	1,502,588	2,807,932
GIFTS	190,439	111,202	176,516	125,125
OTHER REVOLVING FUNDS	791,714	851,831	870,540	773,006
SALE OF CEMETERY LOTS	322,339	31,850	-	354,189
TITLE V SEPTIC BETTERMENTS	202,656	2,596	30,097	175,155
AMBULANCE FUND	706,765	565,750	524,490	748,025
OTHER RECEIPTS RESERVED FOR APPROPRIATION	110,987	27,932	19,947	118,972
COMMUNITY PRESERVATION FUND	<u>2,458,923</u>	<u>726,215</u>	<u>923,206</u>	<u>2,261,932</u>
FY 2023 TOWN REVOLVING FUNDS	<u>5,892,284</u>	<u>5,519,435</u>	<u>4,047,384</u>	<u>7,364,335</u>

		<b>RESERVE FUND TRANSFERS - FISCAL 2023</b>						
ORIGINAL BALANCE								\$ 180,000.00
TRANSFERS OUT:								
	DEPARTMENT		PURPOSE OF TRANSFER					AMOUNT APPROVED
			No Transfers Necessary in FY 23					0.00
			TOTAL REMAINING BALANCE					<u>180,000.00</u>

# TREASURER

## Town Treasurer

### CASH BALANCES AS OF JUNE 30, 2023

#### BANK ACCOUNTS:

Bartholomew & Co.	Investment	1,227,115
Eastern Bank	Investment	2,156,632
Leader Bank	Lockbox	3,252,404
Marlboro Savings - Escrow	Planning	107,542
Marlboro Savings - Escrow	Road Openings	2,445
Marlboro Savings	Main Operating Account	5,674,003
Marlboro Savings	Student Activity Account	24,702
Marlboro Savings	School Lunch Receipts	24,632
Marlboro Savings	Extended Day Program	367,062
Mass.Mun.Dep.Trust	Investment	188,445
Mass.Mun.Dep.Trust	Law Enforcement Trust	13,764
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	12,861
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	3,180
Needham Bank	Investment	1,194,399
Salem Five	Investment	3,223,339
TD Bank	Ambulance Receipts	79,333
Unibank	Online Payments - School/Town/Permits	234,365
Unibank	Investment & State Payments	3,220,682
Unibank	Payroll	9
Unibank	Accounts Payable	22

#### TRUST FUNDS:

Bartholomew & Co.	Stabilization Fund	652,196
Bartholomew & Co.	Other post Employment Trust	3,036,428
Bartholomew & Co. & BOA	Town Trust Funds	4,225,052
Bartholomew & Co.	Community Preservation Account	2,277,062

#### Cash Balances:

**31,197,674**

# COLLECTOR

## TOWN COLLECTOR FY23

	Opening Balance	Commitment	Reversals and Refunds	Dr adjustment	Payment	Exemptions/ Abatement	Cr adjustment	Lien to Real Estate	Transfer Tax Title	Closing Balance
<b>REAL ESTATE</b>										
FY 2023	0.00	46,395,941.56	134,834.89	30,530.26	46,249,805.97	93,243.74	17,324.93	0.00	10,026.50	190,905.57
FY 2022	161,028.93	0.00	0.00	16,406.35	104,156.45	0.00	26,257.37	0.00	47,021.46	0.00
FY 2019	2,923.36	0.00	0.00	0.00	1,736.07	0.00	37.29	0.00	0.00	1,150.00
<i>RE Subtotal</i>	163,952.29	0.00	0.00	16,406.35	105,892.52	0.00	26,294.66	0.00	47,021.46	192,055.57
<b>TAX TITLE</b>	193,014.82	51,961.41	0.00	0.00	142,203.06	0.00	2,991.73	0.00	0.00	99,781.44
<b>TAX TITLE WTR</b>	1,540.06	845.90	0.00	0.00	662.49	0.00	845.90	0.00	0.00	877.57
<b>TAX TITLE CPA</b>	1,179.54	476.20	0.00	0.00	1,196.11	0.00	39.48	0.00	0.00	420.15
<b>TAX DEFERRAL</b>	41,881.35	10,026.50	0.00	0.00	24,289.85	0.00	0.00	0.00	0.00	27,618.00
<b>PERSONAL PROPERTY</b>										
FY 2023	0.00	1,441,510.31	2,774.50	806.90	1,431,239.99	0.00	2,148.36	0.00	0.00	11,703.36
FY 2022	24,995.83	0.00	66.75	2,215.11	11,083.60	0.00	16,194.09	0.00	0.00	0.00
FY 2021	-0.29	0.00	0.00	0.29	0.00	0.00	0.00	0.00	0.00	0.00
<i>PP Subtotal</i>	24,995.54	1,441,510.31	2,841.25	3,022.30	1,442,323.59	0.00	18,342.45	0.00	0.00	11,703.36
<b>MOTOR VEHICLE</b>										
2023	0.00	2,378,323.16	22,569.36	73.97	2,256,561.09	31,936.91	143.07	0.00	0.00	112,325.42
2022	196,871.78	281,369.12	23,687.36	102.45	463,355.34	16,861.49	17.73	0.00	0.00	21,796.15
2021	32,539.59	0.00	1,008.60	0.40	19,607.27	194.60	19.69	0.00	0.00	13,727.03
2020	12,475.87	0.00	109.18	32.42	2,564.15	111.08	9,942.31	0.00	0.00	-0.07
<i>EX Subtotal</i>	241,887.24	2,659,692.28	47,374.50	209.24	2,742,087.85	49,104.08	10,122.80	0.00	0.00	147,848.53
<b>WATER LIENS</b>										
FY 2023	0.00	48,629.23	0.00	692.99	45,038.95	0.00	90.00	0.00	0.00	4,193.27
FY 2022	951.93	0.00	0.00	0.00	106.03	0.00	0.00	0.00	845.90	0.00
<i>WL Subtotal</i>	951.93	48,629.23	0.00	692.99	45,144.98	0.00	90.00	0.00	845.90	4,193.27
<b>SEPTIC BETT</b>										
FY 2023	0.00	2,596.14	0.00	0.00	2,417.95	178.19	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	0.00	2,596.14	0.00	0.00	2,417.95	178.19	0.00	0.00	0.00	0.00
<b>SEPT BETT INT</b>										
FY 2023	0.00	598.98	0.00	0.00	554.43	44.55	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	0.00	598.98	0.00	0.00	554.43	44.55	0.00	0.00	0.00	0.00
<b>WATER</b>										
Rates	156,383.26	2,785,821.00	1,919.20	10,853.66	2,695,471.06	15,517.21	8,281.42	46,432.20	0.00	189,275.23
Other Charges	1,043.51	84,478.51	0.00	0.00	84,779.82	795.73	2,065.00	100.00	0.00	-2,218.53
<i>WTR Subtotal</i>	157,426.77	2,870,299.51	1,919.20	10,853.66	2,780,250.88	16,312.94	10,346.42	46,532.20	0.00	187,056.70
<b>TOTAL</b>	<b>826,829.54</b>	<b>7,086,160.26</b>	<b>52,134.95</b>	<b>31,184.54</b>	<b>7,285,827.60</b>	<b>65,639.76</b>	<b>69,033.96</b>	<b>46,532.20</b>	<b>47,867.36</b>	<b>671,554.59</b>
<b>CPA Tax 2023</b>	0.00	412,806.38	612.33	27.47	411,047.80	921.19	69.97	0.00	0.00	1,407.22
<b>CPA Tax 2022</b>	1,331.80	0.00	0.00	0.00	863.05	0.00	34.66	0.00	434.09	0.00



# BUILDING DEPARTMENT

The Building Department is a multi-functional office responsible for the oversight of construction, demolition, alteration, repair, and occupancy of all residential, commercial, business, and industrial uses.

The Southborough Building Department is responsible for enforcing codes and ordinances within the State Building Code, such as building, mechanical, energy conservation, electrical, gas, and plumbing. These codes and ordinances govern the construction, rehabilitation, and maintenance of residential and commercial buildings located within the town of Southborough.

We are responsible for the administration, interpretation, and enforcement of the following codes:

- Massachusetts State Residential Code
- Massachusetts State Building Code
- International Energy Conservation Code
- International Existing Building Code
- International Mechanical Code
- International Swimming Pool & Spa Code
- Massachusetts Electrical Code
- Massachusetts Plumbing and Gas Code
- Massachusetts Weights and Measures
- National Fuel Gas Code
- Town of Southborough Zoning Code and Regulations

In addition, this department enforces all zoning decisions, special permits, and site plan approvals. Safety inspections are conducted regularly at places of assembly, restaurants, religious institutions, child daycare facilities, and other locations as specified in the State Building Code.

The Building Commissioner/Zoning Officer, Casey “Case” Burlingame, CBO, came to Southborough from the Town of Lunenburg where he was also the Building Commissioner. The Building Commissioner directly oversees all functions of the Building Department and acts as the chief building inspector and zoning enforcement officer.

The Building Commissioner also oversees the Building Department staff which consists of the following contractors/employees:

- Kelly O’Brien, Business Administrator
- Lara Davis, Business Administrator
- Eugene “Gene” Novak, Building Inspector
- Jim Colleary, Wiring Inspector
- John Nemensky, Assistant Wiring Inspector
- Stephen Curtis, Assistant Electrical Inspector
- Austin Beliveau, Gas/Plumbing Inspector
- Ken Salsman, Assistant Gas/Plumbing Inspector

## Financial Income and Permit Applications Submitted to the Building Department

Below is a breakdown of permit applications submitted to the Building Department between the dates of January 1st through December 31st, 2023.

*\*Miscellaneous includes any permit that is not consistently applied for, such as: demolition, pool, tent, sign, shed, and ZBA applications.*

Permit Type	Total Permits	Total Fees Collected
Building Permits	293	\$298,519.28
Certificates of Inspection	30	\$1,050.00
Electrical Permits	532	\$112,046.32
Gas Permits	211	\$17,548.60
Mass Saves Program	99	\$8,046.84
Mechanical/Sheet Metal Permits	56	\$21,800.88
Plumbing Permits	256	\$33,257.40
Roof, Siding, Doors, Windows	152	95,631.92
Miscellaneous	56	\$26,703.88
<b>Totals:</b>	<b>1,685</b>	<b>\$614,605.12</b>

In Summary, a grand total of 1,685 permits were issued in 2023 and the financial intake equaling \$614,605.12, which according to the 2022 Annual Report was a slight decrease from the number of permits from 1,772 and financial intake of \$706,232.00.

# COMMUNITY PRESERVATION COMMITTEE

2023 was a productive year for the Community Preservation Committee (CPC). The March 2023 Town Meeting voted to approve our recommendations to appropriate from the Community Preservation Act (CPA) funds:

- \$77,937.50 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. \$52,881.00 from the CPA Historic Preservation Reserve Fund FY2024 and \$25,056.50 from the CPA FY2023 Fund balance.
- \$66,075.00 to be applied towards the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. \$66,075.00 from the CPA FY23 fund balance.
- \$246,418.51 from the CPA Fund FY2023 Budgeted Reserve for the Southborough portion of the rehabilitation of the Algonquin High School Tennis Courts. To be included are 7 tennis courts, 3 pickleball courts, and 1 basketball court for recreation purposes as requested by the Northborough-Southborough Regional School District. This consists of \$220,016.53 in project costs and an additional \$26,401.98 in contingency funding. Project to start no later than June of 2025, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough CPC. Project to be complete in conformance with details as presented to the members of the CPC and as documented in the application and signed Memorandum of Understanding.

The CPC is presently reviewing applications from the Southborough Historical Society, Southborough Trails Committee, the Town Clerk, and the Golf Course Committee. The CPC continues to receive updates on past projects. The Committee would like to share some of these updates:

- 2022 The rehabilitation and restoration of the Mooney Tennis Courts, for recreation purposes at 60 Richards Road, Southborough, MA. This project was to resurface two courts located at the Mooney Field. In addition to resurfacing both courts, the project includes the installation of new lines for both tennis and pickleball. The courts were re-opened on March 20, 2023.
- 2021 restoration and preservation of the Historic St. Mark's Clock Tower for the purpose of Historic Preservation as requested by the St. Mark's Building Committee. The work began in 2021 and is still on-going. The completion date was projected to be in 2023.
- 2021 renovation and restoration of Kallander Field as requested by Southborough Recreation Department. This project entailed the installation of a new drainage system to prevent flooding. The work was successfully completed and the field is now in use. This project came in under budget with no need to use the contingency funds.

This year we said goodbye to Andrew Mills one of the Committee's longest serving members and Chair of the CPC. Thank you, Andrew for sharing your time and talent over these many years. Your guidance and good humor will certainly be missed. Also stepping down were Mark Murphy a former Chair of the Committee and long-time member of the Board, David Joyner a Member-at-Large, and Anne Pfaff, a representative from the Historic Commission. We thank them for their generosity of time and talent. We welcome and look forward to working with Lisa Braccio as a representative from the Planning Board, Grant Farrington as a representative from the Historical Commission, Brett Peters as a Member-at large, and Ellen Marya as a Member-at Large. Also, we wish to thank Benjamin Smith for agreeing to serve as Chair, Kristen LaVault who will serve as Vice-Chair, our CPC Consultant Frederica Gillespie, and Administrative Assistant Elizabeth Carroll for all their hard work and dedication to the CPC. The CPC looks forward to another productive year.

# CONSERVATION COMMISSION

The Southborough Conservation Commission is the local authority responsible for the protection of Southborough's natural resources and for the enforcement of the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131, Sect. 40) and regulations (310 CMR 10.00), including the Rivers Protection Act, the Southborough Wetlands Bylaw and Regulations (Chapter 170) and the Stormwater and Erosion Control Bylaw (Chapter 154). The Commission is a seven-member volunteer board appointed by the Select Board.

Areas subject to the Commission's jurisdiction include (1) isolated wetlands, (2) bordering and isolated land subject to flooding, (3) wetlands bordering on water bodies or waterways, (4) all land within 100 feet of (#1-3) above, and (5) all land within 200 feet of any perennial stream or river. Any activity proposed in these areas requires review by the Commission and a public hearing if the proposed activity affects any of the statutory public interests. If the Commission determines that a proposal meets the regulatory performance standards, a permit and special conditions are issued that protects the following public interests: 1) private and public water supply, 2) ground water protection, 3) pollution prevention, 4) flood prevention, 5) storm damage protection, 6) land containing shellfish, 7) fisheries and 8) wildlife habitat. In addition, the Commission has jurisdiction over projects which may have significant stormwater and/or erosion impacts in accordance with the provisions of the Stormwater and Erosion Control Bylaw.

The Commission advises other municipal officials and boards on conservation issues in Town. The Commission manages the Town's conservation properties, Community Garden, and oversees Conservation Restrictions held by the Town which includes the Southborough Golf Course, Chestnut Hill Farm, and Halloran property. The Southborough Stewardship Committee, whose stewardship and management of Breakneck Hill Conservation Land and the Town Forest has been invaluable, reports to the Commission and oversees the maintenance of these lands. The Commission is served by a salaried Conservation Agent, Melissa Danza, and a part-time administrative assistant, Lara Davis. One Commission member serves on the Community Preservation Committee (Benjamin Smith), one member on the Stewardship Committee (Kevin Farrington), and the Agent serves on the Southborough Emergency Planning and Management Committee.

In 2023, the Commission closed the year with Mark Possemato as chair, Benjamin Smith as vice-chair, and members Elizabeth Zulick, Melinda Upton and Kevin Farrington. We want to thank past member Russell Gregory for dedicating his time and expertise. Mr. Gregory served over 10 years on the Commission and provided invaluable input with his experience as a local site contractor.

Lucas Environmental, LLC continues to provide high quality professional wetlands science consulting services, greatly assisting the Commission with reviews of the myriad applications received. The town's on-call engineering firm Fuss & O'Neill also serves as primary peer reviewer for applications submitted under the Stormwater and Erosion Control Bylaw and wetlands filings containing complicated stormwater components.

In 2023, the Commission held 20 public hearings for Notices of Intent, Requests for Determination of Applicability, and Abbreviated Notices of Resource Area Delineation.

## **Request for Determination:**

0 Pine Hill Road  
30 Southville Road  
7 Dairy Farm Lane  
184 Woodland Road  
Breakneck Hill Conservation Land  
67 Deerfoot Road  
19 Parkerville Road  
87 Southville Road  
104 Sears Road

## **Notice of Intent:**

Cordaville Road ROW/Route 9 (Eversource Gas Main)  
65C School Street  
10 Overlook Drive  
5 Cordaville Road  
250 Turnpike Road  
Breakneck Hill Conservation Land  
87 Southville Road  
78 Main Street  
20 Sears Road

## **Abbreviated Notices of Resource Area Delineation**

20 Sears Road

# CONSERVATION COMMISSION

(continued)

## The Commission held 3 Stormwater Management Permit public hearings:

241-245 Turnpike Road  
250 Turnpike Road  
0 Marlboro Road

## The Commission considered 27 Requests for Certificate of Compliance:

184 Woodland Road	61 Breakneck Hill Road	0-18 Lovers Lane
139 Deerfoot Road	22A Lovers Lane	14 Lovers Lane
4 Prentiss Street	7 Chestnut Hill Road	10 Brigham Street
2 Hidden Meadow Road	154-156 Northboro Road	7 Clemmon Street
124 Deerfoot Road	154 Main Street	4 Kidder Lane
2A Asaree & 74 Oak Hill Drive	14 Wood Street	17 Ward Road
147 Middle Road	22 Lovers Lane	1 Pine Hill Road
149 Middle Road	6-8 Turnpike Road	337 Turnpike Road
151 Middle Road	16 Richards Road	41 Oregon Road

In FY23, the Commission collected \$4,250 in state regulated wetland filing fees, \$30,532.50 in local filing fees and for necessary peer reviews (unused funds get returned to applicant at the end of the permitting process), and \$600 Stormwater permit filing fees.

The Commission worked on amending and adopting a new Stormwater & Erosion Control Bylaw that was passed on the Annual Town Meeting in March 2023 that removed the bylaw from the Zoning Code and included updated requirements and criteria to update required calculations to current standards. The Bylaw now resides within the General Code, Section 154.

The Commission extends our gratitude to the dedicated volunteers of the Southborough Stewardship Committee for their stewardship skills, environmental acumen, and thoughtful management of the Breakneck Hill Conservation Land and the Town Forest, and for their long-term planning and oversight to fulfill the goals set forth in the Breakneck Hill Conservation Land Management Plan.

The Commission made great strides in cleaning up a ~1 acre portion of Breakneck Hill Conservation Area that has a 'farm dump' disposed of by the previous owner. The Town entered an Administrative Consent Order (ACO) with the Massachusetts Department of Environmental Protection (MassDEP) for the removal and clean up of an unauthorized solid waste facility. Further testing through test pits and sampling was conducted throughout the year and demonstrated that the area does not pose a human health risk or concern, and final selection of a contractor is underway.

The Commission thanks all town officials, employees, and residents who have provided assistance to us this past year. We welcome the participation of community members in our future work.

And finally, the Community Garden had another successful year overseen by dedicated volunteer Garden Coordinator Isabel Kerber, who decided this year would be her last. We thank Ms. Kerber for her over 5 years of service and time spent making sure the garden was enjoyed by all.

## Conservation Commission

Mark Possemato	Chair
Benjamin Smith	Vice Chair
Russell Gregory	
Elizabeth Zulick	
Kevin Farrington	



# COUNCIL ON AGING/SENIOR CENTER

2020 census numbers show a 76% increase in seniors residing in Southborough over the last 10 years. That number is projected to increase continuously over the next 10 years.



*Photo: Southborough Senior Center Facebook*

2023 has been a very interesting year. The baby boomers are real and coming to the Senior Center!

We have met many new seniors of all ages, many of them in their 60's and early 70's as well as those folks well into their 90's. We continue to focus on the needs of homebound seniors and those who are the caregivers to spouses and loved ones. No matter what the circumstances are, the staff is working to provide more programs, services, and activities to enhance the lives of the seniors residing in Southborough.

Our long awaited new addition to the building should be completed this spring! The additional space will allow for more activities and space for visitors to have a comfortable place to spend some time with friends.

The Senior Center is located near the center of town at 9 Cordaville Rd. The Center is easily accessible to seniors who drive and also accessible by inexpensive bus service provided through the MWRTA which will pick seniors up at their homes and bring them to the center. Please contact the MWRTA for details and schedules at 508-820-4650. The Senior Center's regular business hours are 8:30 am to 3:00 pm Monday through Friday. Vehicles are wheelchair accessible.

The Council's mission includes advocating for senior services on behalf of the town's elder population, identifying and improving community services and resources, and providing educational, health, and recreational programs. The Council on Aging is a board made up of seven regular members and alternate members. The Council on Aging meets at 11:30 am the first Friday of the month at the Senior Center. The public is welcome to attend these meetings.

**Senior Center Funding:** Funding for the Senior Center and its programs comes primarily from the town budget, the Friends of the Council on Aging, and grants from the Executive Office of Elder Affairs, and the Southborough Community Fund. The "Friends of the Council on Aging" holds fund raising activities throughout the year. Thank you Jimmy Falconi for being the biggest financial supporter of the Friends of the Council on Aging. Many thanks to those who coordinate, participate, and contribute to the fundraising efforts of the Friends of the Council on Aging.

## ACTIVITIES AND SERVICES

Yoga, stretch class, chi gong, strength classes, other interactive group activities are in full swing! For those of you who want to brave the weather outside, our walking challenge coordinated by volunteer Sandy Kiess continues on through the winter months.. Please see our website [southboroughseniors.com](http://southboroughseniors.com) or call us to receive a newsletter with a current schedule.

The Senior Center has a full slate of weekly activities which are detailed in our bi-monthly newsletter and on our web site [www.southboroughseniors.com](http://www.southboroughseniors.com). Educational programs on such topics as history, art, music, legal and medical issues are also offered throughout the year. Luncheons, movies, and holiday activities are very popular programs at the center although some still remain as drive-through events. Home delivered meals (Meals on Wheels) are provided by Springwell Elder Services and are delivered to homebound seniors by our local volunteers. In addition to these services offered by the Senior Center we have also partnered with police, fire, and local schools, to offer safety programs as well as inter-generational programs. Two pool tables and bocce court are available and Southborough has formed a competitive pool team that participates in league play with other senior centers. In addition to providing for our seniors, the Senior Center also offers services and assistance to the families caring for these elders.

# COUNCIL ON AGING/SENIOR CENTER

(continued)

**Outreach Services:** Our Outreach Coordinator, Cindy Beard is available Monday through Thursday to assist with the following; support to adult children in the community responding to questions about their parents, assisting seniors in successfully aging in place which can include phone service or home visits, assessing unmet needs in the areas of safety, financial assistance, housing, fuel assistance, nutrition support, and advocacy and other referrals.

**Nurses Clinic:** Leslie Chamberlin is available Tuesdays and Fridays from 10:00 am to 2:00 pm to answer senior's questions or assist family members of our seniors about their health concerns. Nursing services include; advocacy for seniors with doctors and medical facilities, health screenings, medication management, distribution of walkers, wheelchairs, shower chairs, and general guidance on medical and social issues.

## **Support from the Southborough Community Fund**

For the 8th year the Southborough Community Fund is supporting the efforts of the Senior Center to assist seniors in urgent financial need. Additionally, the Community Fund is financially supporting the Caregiver Meals Program for the 8th year.

**Door-to-Door transportation is available for Southborough Seniors who are in need of this level of service.** Transportation is available through The MetroWest Regional Transit Authority. The MWRTA offers fixed route service as well as door to door service to seniors at very affordable prices. This service can bring seniors to various area destinations many of which have not been available in the past. Please contact the Senior Center for more details.

## **Trailblazers Group**

Our Trailblazers are an active group of seniors who meet monthly and plan activities that include; snow shoeing, horseback riding, zip lining, hiking at various State Parks, biking, and local nature walks. They are a group of about 65 people who participate in some or all of the activities. New participants and ideas are welcome. Please contact the Senior Center or our wonderful volunteer group leader Mary Ann Anderson for more information.

## **Raised Bed Gardens**

Another very successful year for our raised bed gardens located at the back entrance of the building continue to flourish thanks to a wonderful group of dedicated volunteers lead by Joyce Macknauskas. The raised beds were built four years ago as an Eagle Scout project and continue to be a great asset to the seniors who work on them each year and for people as they enter the senior center. The gardens include a variety of vegetables and flowers that are shared with visitors to the center.

## **Sustainable Gardens**

Please note the wonderful gardens that have been planted around the flagpole in the front of the building. Many thanks to Carol Yozzo who planned, planted, and maintains those plants.

## **Dull Men's Club**

Many thanks to Bill Harrington who continues to lead this very successful group of 25 to 30 men who come to the senior center every Friday morning at 10:00 for coffee, donuts, and ever-changing conversations. New members are always welcome.

## **Caregiver Support**

Caregiver support is a priority at the Senior Center. Programs, training, support services, and support groups for those caring for elderly loved ones are offered at various locations. Please contact our Outreach Coordinator for more information.

## **Dementia and Alzheimer's support**

The Senior Center offers a number of educational/support programs throughout the year for elders and family/friends, many in conjunction with the Alzheimer's Association. Support groups and caregiver training is offered on a regular basis. We are fortunate to be able to offer an inclusive approach for caregivers and seniors to keep them involved with programs at the center. Please contact our Outreach Coordinator or Nurse for more details.

# COUNCIL ON AGING/SENIOR CENTER

(continued)

**Emergency Preparedness:** The Senior Center staff continues their efforts with the town's police and fire departments to maintain and update emergency preparedness plans for the senior population. If you or someone that you know lives alone and may need assistance during a major emergency, please complete an emergency form with the Outreach Coordinator as soon as possible.

**Health Insurance Counseling:** Counseling is provided by appointment with a trained SHINE (Serving Health Information Needs of Elders) volunteer who has been extremely busy during the recent months helping seniors make informed decisions regarding their health care coverage. The SHINE councilor provides information and counseling for Medicare, Medicaid, Medicare HMO's and prescription drug programs. Thank you once again to Carolyn MacLeod and Jonna Zimmerman for their generous support and many hours of service to Southborough seniors.

**Senior Tax Work-Off Program:** This program offers seniors the opportunity to work in a town department for 100 hours in exchange for a \$1,500 property tax credit. The \$1,500 tax credit is the obvious benefit for seniors who participate in the program. The benefit that may not be so obvious to the general public is the community involvement and feeling of giving back to the community that the seniors receive and so often express when participating in the program. Almost all who participate continue to volunteer for the town even after their hours are completed. One of the unseen benefits of this program is that participants have become a vital part of the town's work force and are utilized in number of different departments. Registration for the program takes place in early April at the Senior Center. In 2024 the program will expand to a maximum of \$2,000 of tax credit.

**Senior Center Website:** Our website is dedicated to informing the public of Senior Center activities, programs, and current senior related topic. Thank you once again, to our volunteer webmaster John Del Rios for providing his time and expertise in creating and maintaining this valuable service. [www.southboroughseniors.com](http://www.southboroughseniors.com)

**Volunteers:** The Senior Center has continued to increase current services and adapt to meet the increasing and evolving needs of the senior citizens within the community. In order to do so we will again need to rely heavily on the services of our exceptional volunteers. Last year many individuals (in addition to tax work off participants) volunteered their time to the Senior Center. Our sincere thanks go out to all who have helped to make our Senior Center a caring and welcoming place and we welcome the opportunity to involve more volunteers of every age in the upcoming year.

*Special thanks to Jimmy Falconi for his ongoing support which has continued after the conclusion of the Falconi Family Memorial Golf Tournament, and to TJ's Spirits of Ashland, and Hannaford Markets for their support. Also, once again, many thanks to everyone at Southborough Access Media for their event coverage and support. Thank you to the Facilities Department for being our helpful and extremely supportive upstairs neighbors. Thank you to My Southborough for helping to promote our services to the community.*

*Thank you to The Members of the Southborough Community Fund for their ongoing support of our Senior Center and our Community.*

**If you would like to contact the Senior Center please call: 508-229-4453 or e-mail us:**

Pam LeFrancois	Director	<a href="mailto:plefrancois@southboroughma.com">plefrancois@southboroughma.com</a>
Cindy Beard	Outreach Coordinator	<a href="mailto:cbeard@southboroughma.com">cbeard@southboroughma.com</a>
Peg Leonard	Program Manager	<a href="mailto:Pleonard@southboroughma.com">Pleonard@southboroughma.com</a>
Leslie Chamberlin	Nurse	<a href="mailto:lchamberlin@southboroughma.com">lchamberlin@southboroughma.com</a>
Lorraine Caporale	Administrative Asst.	<a href="mailto:lcaporale@southboroughma.com">lcaporale@southboroughma.com</a>
Ellen Miller	Administrative Asst.	<a href="mailto:emiller@southboroughma.com">emiller@southboroughma.com</a>

# DEPARTMENT OF PUBLIC WORKS

The DPW is comprised of sixteen (16) full-time positions; (7) Highway and Transfer Station, (3) Water Division, (1) Grounds Division, (1) Fleet Division, the Operations Supervisor and (3) office personnel. This past year resulted in the loss of two long-term staff: Karen Galligan started with the Town in 2000 as Staff Engineer and worked her way up to DPW Superintendent in 2004, she was with the Town of Southborough for 23 years. Mark McLaughlin was an Equipment Operator III who started with the Town in 1995. He retired after 28 years of service.

## HIGHWAY:

### Roads:

- Winter 2022-2023 resulted in only about 18 inches of precipitation as snow, ice and freezing rain.

### Maintenance information:

- Roadside brush-mowing, street sweeping, pothole filling was completed by the Highway crew
- Stop line, school zone and crosswalk painting was also completed by the Highway crew

### Paving:

- The Town awarded two pavement improvement contracts in 2023 for a number of streets throughout the Town, both of these contracts are ongoing into 2024.

### Transfer Station:

- Household Hazardous Waste Day occurred in October
- Approximately 374 tons of brush and yard waste were recycled
- Sharps and mercury items were properly disposed of or recycled
- Approximately 461 tons of commingled, newsprint and corrugated cardboard were recycled
- Approximately 2,350 tons of refuse was transported to Wheelabrator
- A total of 4,040 permits were issued by the DPW for 2023-2024
- Landfill and Transfer Station inspections and reporting occurred, as required

### Storm-water:

- The DPW helped sponsor the Annual Spring Clean-up with the Rotary Club
- The stormwater annual reporting was submitted, as required
- The DPW crew repaired catch basins as needed
- The catch basin cleaning contractor began cleaning catch basins in December, 2023

### Cemetery:

- Burial Rights to 41 lots, containing 70 graves, and 2 niches were sold
- There were 38 cremation burials and 36 full body burials at the Rural Cemetery

## GROUND:

The DPW Grounds Division oversees 75.5 acres of town grounds, school grounds, recreation facilities and cemeteries.

### Maintenance:

- Performed standard and preventative maintenance on the Cemetery grounds and all athletic fields, including aerating, fertilizing, over seeding, applying lime, auditing and maintaining irrigation systems
- Collected trash at cemetery, fields, playgrounds
- Inspected and maintained school and recreation playgrounds, maintaining fiber at all playgrounds
- Overseeing the mowing and seasonal maintenance contractor who maintains all Town and school grounds

### Trees: The DPW does not have a Tree Division

- The Select Board (which are the Town's Tree Warden) and the Planning Board held a tree removal hearing for 64 street trees that were requested for removal by residents or on the DPW's tree inventory list and recommended for removal.



# DEPARTMENT OF PUBLIC WORKS

(continued)

**WATER:** Water is an Enterprise Fund

**Consumption:**

- 2023 usage in Southborough was about 327 Million Gallons (MG) of water compare to 370 MG in 2022.

**Rates:**

- The Select Board voted new water rates which were implemented on the Oct. 2023 bill, due in Nov. 2023

**Breaks:**

- DPW's leak detection contractor found 1 service leak and 4 hydrant leaks.

**Infrastructure Improvements and Maintenance:**

- Exercised gate valves, flushed system, painted hydrants
- Sampling and DEP reporting completed

**Noteworthy DPW Projects in 2023**

- Northboro Road culvert (between Main St. and Johnson Rd.) was repaired and the road was re-opened
- Roadway Paving on the following streets was performed this year: Brookside Road, Carolyn Terrace, Chestnut Hill Road, Cottage Street, East Main Street, Hammond Street, Harris Drive, Howes Court, Newton Street, Old Cordaville Road, Parker Street, Parkerville Road (North), Ted Lane, Upland Road, Walker Street, Winchester Street, and the Trottier School parking lot(s).



Southborough Department of Public Works

# ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC), from its ad hoc committee status in 2013 to its establishment as a standing committee in 2017, continues to serve as an advocate for maintaining and increasing Southborough's commercial tax base to offset residential taxes.

Hybrid and remote work appear to be a permanent feature of the post-pandemic workplace and commercial property owners continue to grapple with vacancy rates as a result. Naturally, the EDC must concern itself with Southborough's primary commercial artery, the Route 9 corridor.

The EDC continues to advocate for the careful study of current zoning along Route 9, with a recommendation for a zoning analysis and thoughtful, selective, incremental reform where feasible. The focus is to provide the amenities, such as small scale retail, mixed use, 'missing middle' housing, and dining options that meet local needs.

Like the modest changes that will allow mixed-use and small-scale multi-family in the new Downtown District, wastewater solutions continue to be sought so the potential that such incremental changes afford can be realized. The EDC continues its advocacy and exploration of wastewater solutions to serve both downtown and the Route 9 corridor. A wastewater feasibility analysis for Route 9 was produced by Weston & Sampson in July 2023, which was funded by a grant from the State office of Energy and Environmental Affairs. This work is ongoing.

## 2016 – 2023

EDC Budget Expenditures

**241K**

actual monies spent

EDC Grant Awards

**324K**

monies awarded

Meals Tax to Date

**220K**

revenue for town

From 2016, when the EDC was first granted a budget, through 2023 EDC budget expenditures totaled \$241k in actual monies spent. EDC applied for and secured \$324k in grant awards over that same time period. Additionally, since the EDC championed the introduction and implementation of the meals tax in 2022, this brought in nearly \$220k in revenue for Southborough through the end of 2023.

The new Healey-Driscoll administration has an economic plan released in 2023 with a focus on housing and transportation. The EDC will continue to apply for grant awards that align with both new and ongoing funding opportunities.

On an organizational and practical level, the EDC, like many Southborough boards and committees, saw a number of important contributors and committee members go, while welcoming new members and a new half-time EDC Coordinator. In addition to shepherding the Downtown Initiative approved in 2021, former EDC Coordinator Marijke Munsiff, who left in 2022, made important contributions toward these gains, through grant awards and unflagging support for businesses at a critical time during the pandemic.

# ECONOMIC DEVELOPMENT COMMITTEE

(continued)

Hired a year later, her successor Leah Emerson, endeavors to continue that work. Additionally, the EDC also welcomed new member Michael Nordstrom, who works in quality control and project management for the biomedical device industry, He joined local realtor Karen Anglim, architect Michael Moorehead, and EDC Chair Rob Anderson, who works for MassDevelopment by day, in rounding out the EDC through the end of the 2023.

In summary, the EDC is:

- Focused on Route 9, Business Village, and Downtown Districts per the 2021 Master Plan implementation goals - with nearly 8k people employed across 16 industries, and only 9% of Southborough commercially zoned, with only-half of that available for development or redevelopment, the EDC aims to increase the commercial tax base by improved utilization of these areas
- Furthering EDC implementation goals that can be realized, such as a zoning analysis along Route 9, wastewater capacity and solutions
- Committed to working with other boards and committees to accomplish Master Plan implementation goals
- Representing Southborough in collaboration with regional partners and advocacy groups
- Aligning local needs with the goals of the new gubernatorial administration and state economic development plan, with an eye toward new state and federal funding opportunities, particularly where local and regional interests and needs overlap
- Recalibrating strategies and priorities for grant pursuits and funding accordingly
- Connecting locally through business visits and outreach for continued relationship building, coordinating and providing available resources, to support business attraction and retention
- Continuing EDC recruitment and outreach

The EDC is always open to welcoming new members with varied backgrounds and perspectives to continue its mission detailed in Article VII of the town code: to expand and strengthen the local economy, promote job retention and creation, and enhance the Town's quality of life through balanced economic development.

We appreciate the community's support to that end and we welcome you to join us.



# FACILITIES MANAGEMENT DEPARTMENT

The department's mission statement reads as follows: *To extend the life of the Town's physical facilities and associated systems through routine and preventative maintenance, repairs, and system betterments geared toward improving operational efficiencies. Additionally, the Facilities Department helps to ensure public safety by adhering to sound operational practices that comply with federal, state, and local building, environmental, and health codes.*

*Subject to budgetary constraints, it is the policy of this department that its resources be directed toward planning and providing essential services, maintaining systems, operating equipment and facilities in a safe manner, and improving Town properties in such a way as to make their use more attractive to residents.*

## DESCRIPTION OF SERVICES

Our services include, but not are limited to, the following:

1. Designing facility systems that address the needs and requirements of various municipal departments.
2. Construction, demolition, modifications, renovations, and repairs related to facilities, building systems, and equipment.
3. Operating and maintaining various types of building systems such as mechanical, electrical, structural, fire, health and safety, and security.
4. Operating facilities in a safe and environmentally conscious manner.
5. Adhering to local, state, and federal standards when administering the purchase of materials and services.
6. Purchasing building systems, new and replacement equipment, and custodial supplies.
7. Providing input and data to various Town boards and committees.

## STAFFING

Our department is divided by craft; but it is also integrated to help ensure mission accomplishment. This means that, as the need may arise, any person may be called upon to perform duties that may normally be considered outside of their specialty. It is this unity and ability to combine skills for mission accomplishment that sets our department apart from other municipalities' facilities or maintenance departments.

Our current FY24 staff is as follows:

- Director of Facilities
- 3 Maintenance Technicians, full-time
- Maintenance Electrician, part-time
- Business Administrator

## STAFF FUNCTIONS

**Director of Facilities** – Through the use of support staff, works to ensure the safe and cost-effective operation of Town owned building structures. Tasks performed include, but are not limited to, the development and implementation of budgets based upon the goals and objectives established by the town, scheduling of maintenance procedures, project planning, cost estimating, preparation of proposals, reviewing operational control procedures, and coordinating vendor and contractor activities.

**Maintenance Technician** – Under the guidance of the Director of Facilities, performs all functions pertaining to building maintenance and construction related projects; inspects, tests, maintains, and repairs building system components such as motors, pumps, boilers, HVAC, and wastewater systems. A substantial portion of work performed requires the ability to read and work from diagrams, sketches, and operating manuals.

# FACILITIES MANAGEMENT DEPARTMENT

(continued)

**Maintenance Electrician** - Performs all facets of electrical preventative maintenance, repairs, and replacements in accordance with established procedures, NEC codes, state regulations, and work schedules. Responds to service calls related to electrical systems and equipment and conducts various inspections to help ensure the safe operation of Town owned building structures.

**Business Administrator** - Performs all aspects of administrative office work. Tasks performed include, but are not limited to, procuring goods and services by preparing quote and bid documents in accordance with M.G.L. c. 30B, M.G.L. c. 149 and other applicable statutes, preparing purchase orders, processing invoices, and maintaining a running account of all department expenditures. Assists the Director of Facilities with the preparation of documents, maintenance of project folders, and monitoring of budgetary funds. Tracks preventative maintenance and repairs by creating, distributing, and closing out department work orders.

## Achievements

Over the past year, the members of the Facilities Department have been working diligently to improve the level and quality of service provided to our customers. As we move forward into the new calendar year, we will continue to focus on maintaining structures and making upgrades to systems that are approaching the end of their life cycle. Such upgrades often result in financial savings realized through reduced maintenance and energy costs.

Below is a list of some of the projects undertaken by the Facilities Department in 2023. Although most of these projects have been finalized, we will continue to work on completing the remainder in 2024.

## Town House

- Began performing a historic renovation of the building exterior. Items being addressed include repointing of the brick facade, replacing the asphalt roofing surface on the main building with a slate roof, replacing the rain gutters and downspouts, renovation of window sashes, installation of new storm windows, and the installation of new front doors.
- Renovated/converted the former men's restroom located on the first floor into two single user gender neutral restrooms.
- Installed LED lighting fixtures in the attic space.
- Repaired a ventilation fan system.
- Installed additional smoke/fire detection system components.
- Installed new emergency alarm buttons.
- Installed a new air dryer on the HVAC system air compressor.
- Made FS 90 upgrades to the elevator system to bring it into compliance.
- Replaced a faulty zone valve head on the HVAC system register in the 2nd floor restroom.
- Replaced a manifold on one of the 2 heating boilers.

## Library

- Installed a new security camera system.
- Removed old ultrasonic alarm system components from director's office.
- Removed, cut down, and refastened elevator system buffers.
- Installed a time delay on the HVAC system.
- Repaired a short within the HVAC system control circuit and replaced a blown control fuse.
- Replaced a bad contactor on the A/C system.



# FACILITIES MANAGEMENT DEPARTMENT

(continued)

## **Public Safety Complex**

- Made various repairs to overhead door units.
- Installed two automatic pass door opener units at the main entrance.
- Install a new electrical outlet for a welding unit in the apparatus bay.
- Replaced a faulty heat detector in the kitchen.
- Replaced the door connector/adjustor assembly and pilot burner on the stove.
- Replaced a faulty transducer and wiring harness on the HVAC system.
- Replaced a compressor limit switch on the Greenheck rooftop unit.
- Replaced a bad contactor on the HVAC roof top unit.
- Replaced HVAC system related condensation pumps in various rooms.

## **D.P.W.**

- Made repairs to various roof surfaces.
- Installed LED lighting fixtures in the mechanic's bay.
- Install 2 new flagpole lights.
- Installed new carpeting in the main office areas.
- Repaired various pass door locks and closures throughout the main building complex.
- Made various repairs to overhead door units.
- Installed LED lighting fixtures in the basement of the cemetery building.
- Replaced a faulty vent motor assembly on a Reznor heater in the apparatus bay.

## **Transfer Station**

- Installed a new light pole and LED shoebox lighting fixture.

## **Station II**

- Made repairs to the roofing seams and field surface.

## **Cordaville Hall**

- Replaced a bathroom fan motor unit.
- Installed an LED lighting fixture in the basement.
- Installed a new LED lighting fixture near the end of the main entrance ramp/walkway.
- Upgraded/replaced fire alarm system panels.

## **South Union School**

- Replaced two emergency lighting units.
- Upgraded the alarm system to allow for the Installation of new emergency alarm buttons.
- Installed a new emergency light, charging board, and battery on the elevator system.

## **Golf Clubhouse**

- Replaced 2 fan motors and the control board on the air conditioning system.

## **Flagg School Building**

- Installed a new alarm system panel and communicator.
- Replaced an air conditioning system ductless evaporator.

# HISTORICAL COMMISSION

2023 was a year of transition for the Historical Commission. After years of dedicated service, including as Vice Chair and Treasurer, Kate Battles stepped down, while we welcomed new members Michele Hokinson, Daniel Blanchard, and Kelly O'Brien, bringing the Commission to a full complement of seven. Continuing members were Kevin Miller (Chair), Annie Pfaff (Vice Chair), Jim Blaschke, and Grant Farrington.

2023 also saw the resumption of the Historic House Sign Program, after the loss to COVID of our previous sign maker, with the first plaque going to Karen and Praveen Mutalik, owners of the Second Empire "Andrew Sellers House" (28 East Main), built circa 1875. We'll be making a robust push to the program in 2024. Similarly, the bronze signage marking the Southborough Center Historic District, funded through an ARPA grant, arrived in 2023. We've marked locations, obtained necessary approvals, and look forward to installation by DPW in early 2024.

In administering the Demolition Delay Bylaw, we conducted extensive review of two Southborough properties in 2023: 5 Cordaville Road and 36 East Main Street. We also continued communication with the Fay School, and remain optimistic, regarding our efforts to preserve the circa-1845 Greek Revival gem at 42 Main Street, popularly known as the "Doc Stone House."

Grant Farrington and Kevin Miller served as members of the St. Mark's Street Park Working Group, which fulfilled its charge in 2023 by approving and presenting to the Select Board the park design now under construction. At the suggestion of the Historical Commission, that park will be named "Southborough Heritage Park." Serving as the Historical Commission's representative on other committees were Jim Blaschke (Tricentennial Committee), Michele Hokinson (PILOT Committee), and Grant Farrington (Community Preservation Committee).

Beyond the Historical Commission's commitment to close cooperation with other boards, committees, and commissions on matters of mutual concern, we take very seriously our obligation to advocate to the Select Board and to Southborough citizens-at-large on matters concerning the preservation and promotion of Southborough's rich history. In 2023, those issues ranged from the flying of flags in the Old Burial Ground, to the need to honor Revolutionary War veterans interred in unmarked graves there (resulting in a commemorative initiative now in progress), to concerns about historic assets in and around the Town Common (resulting in a joint Historical Commission/Select Board/DPW initiative that's also in progress). In the fall, we participated in a joint meeting with the Southborough Housing Opportunity Partnership Committee, the Open Space Preservation Commission, and the Recreation Commission to discuss the future of the South Union School (21 Highland) and look forward to our representation on the 21 Highland Future Use Committee as it undertakes work in 2024.

Finally, as stipulated by the Master Plan, the Historical Commission continues to seek opportunities to work in cooperation with the private Southborough Historical Society (SHS) to advance local historical awareness. The Commission supported a successful SHS bid for grant money from the Massachusetts Cultural Council for work on the restoration of Fayville Hall; we also worked in close collaboration with officials from St. Mark's School to secure the donation to the SHS of the impressive cupola of the former Peter's High School Annex. Prior to the demolition of both the Peter's Annex and the former Southborough Fire Station (19 Main) by St. Mark's, Historical Commission members documented both structures photographically, inside and out, and recovered, with help from St. Mark's officials, forgotten fire department records dating back to the 1960s, which we were happy to turn over to the current chief.

# OPEN SPACE PRESERVATION COMMISSION

## Honoring Whit Beals

We will greatly miss Whit Beals who passed away on Sept. 14, 2023. He was the driving force behind the preservation of his family's land: Chestnut Hill Farm. The Southborough Open Space Preservation Commission (OSPC) worked alongside him to ensure the preservation of the farm for future generations of Southborough residents to enjoy.

For Many years Whit was the President of the Southborough Open Land Foundation (SOLF) and collaborated with the OSPC on land protection and environmental stewardship projects.

For the last four years Whit worked tirelessly with the OSPC on the creation of the Native Pollination Preservation Garden at SOLF's Beals Preserve. We were planning a garden tour for September 23rd when we learned of his failing condition. It was a privilege to have been able to tell him that with SOLF's support we were renaming the garden to "The Whit Beals Garden – Biodiversity Through Pollination."



## Charge of the Commission:

To Facilitate the Preservation of Open Space in Southborough

As land becomes scarcer and prices higher, the Open Space Preservation Commission (OSPC) has been seeking innovative ways to fulfill the charge of the Commission. Preserving open space within Southborough is accomplished not only by purchasing land or permanently protecting land through legal instruments such as conservation restrictions, but ecological landscape management of unprotected open space is also a form of land preservation.

## Master Plan Implementation

In the summer of 2023, we began the Implementation Phase of the Town's Master Plan, with a focus on 3 of goals that the OSPC is designated to be responsible for over the next 10 years.

## Expand the use of native plants and prioritize awareness and installation of pollination systems across the community

- As part of our Native Pollinator Native Plant Initiative the OSPC hosted 3 successful garden tours and plant sales
- Started a native pollinator preservation garden club at the Library "Gardens that Work" with monthly meetings
- Distributed over 1500 native seed packets through the 2023 Winter Sow Program

## Prioritization of the education and outreach to the community about the existence and impact of invasive species

- In September the invasive Spotted Lanternfly (SLF) was documented in Southborough. The OSPC has taken the lead on collaborating with state and federal agencies to gather information and will be working with them to develop town-wide management strategies.
- Working with Mass Department of Agriculture and DCR to host workshops starting in early 2024 to educate the community about the importance of invasive species management, including the Emerald Ash Borer, Spotted Lantern Fly, and Japanese Knotweed.

# OPEN SPACE PRESERVATION COMMISSION

## **Develop a collaborative policy/approach for the strategic acquisition/protection of properties**

- Started planning with a regional land protection expert to host workshops in Southborough on setting land protection priorities.

## **Working and Collaboration Within Town Government**

- The OSPC reviewed and wrote comments to Mass Housing and began attending ZBA Hearings on the proposed 40b directly abutting Breakneck Hill Conservation Land.
- The OSPC reviewed and made recommendations to the Planning Board on projects resulting in significant native plant requirements in the approved permits.
- OSPC Chair Freddie Gillespie was a member of the St. Marks Road Park Working Group and was able to provide guidance on park design and native plants for inclusion in the park.

## **Planet Palooza – A Week- Long Celebration of Earth Day**

The OSPC facilitated the 2nd annual week of activities to celebrate Earth Day. We collaborated with many organizations to hold activities focused on environmental awareness and action. The OSPC hosted an outdoor concert on the library grounds, followed by a tour of the Native Pollination Preservation Garden with a sale of native plants for at-risk pollinators. We once again dedicated this program to Linda Hubley and supported the town's scholarship honoring her.

## **Native Pollinator and Native Plant Initiative**

- We continue our work with Dr. Robert Gegear and collaborate with the Stewardship Committee at Breakneck Hill Conservation Land on cutting edge research and implementation of best management practices to preserve healthy ecosystems and preserve biodiversity.
- In the summer of 2023, *Bombus vagans*, a bumblebee designated of Highest Conservation Need in the Commonwealth, was documented by Dr. Gegear at the Native Pollination Preservation Gardens at the Library and at SOLF's Beal's Preserve. This marked a significant milestone as previously *B. vagans* had only been seen at Breakneck Hill Conservation Land. Both gardens have significantly increased biodiversity to the landscapes they were installed on. The results of our work is now included in the data of Dr. Gegear's research and will guide future projects statewide.

## **Winter Sow**

- In January and February 2023, our dedicated volunteers cleaned and packaged native plant seeds. We offered over 50 varieties of seeds in our Free Seed Giveaway and distributed over 1,500 seed packets.
- We hosted our first in-person Winter Sow Workshop since Covid shut down indoor activities and we had moved to virtual zoom presentations. It was wonderful to be in-person again. We showed participants how to turn a milk jug into a mini greenhouse to winter sow the native plant seeds.

## **Summary**

As we review the overall accomplishments of the Open Space Preservation Commission in 2023 we are proud of our achievements and grateful to the many dedicated volunteers that made our Native Pollinator - Native Plant Initiative programs successful, and for their commitment to the protection of our open spaces and natural resources. Together we can work towards a sustainable ecosystem and a healthier environment for all.

# RECREATION COMMISSION

## Recreation Commission:

Jen Hansen, Chair  
Donald Dumont, Vice Chair  
Kristin LaVault  
Rachael O'Day  
Vacancy (1)

## Recreation Department

Tim Davis, CPRP, Director  
Christina McCarthy, Program Coordinator  
Denise Mayer, Administrative Assistant (PT)  
Diane Dearborn, Administrative Assistant (PT)

### Department Overview:

Southborough Recreation works to serve our community through affordable, accessible, and unique programs and activities. These programs include 100+ after school program offerings, special townwide events such as Southborough Summer Nights, Heritage Day, Gobble Wobble 5k, and the Halloween Trunk or Treat. In addition, the Recreation Department is home to larger programs such as the Trottier cross country team, Trottier Track and Field, Ski and Snowboard programs, and adult league sports including softball, basketball, pickleball, and ice hockey. The department is advised by a Recreation Commission composed of five (5) appointed residents of the town. The commission meets monthly to assist in the operations of the department, offer input and feedback on current situations and programs, and recommends action on pressing issues or priorities in town.

Additionally, the department is supported by the "Friends of Southborough Recreation" which is a non-profit organization run by local residents, who fundraise in order to enhance the recreational opportunities in town. They have contributed to the Recreation Department's goals thru capital projects, program scholarships, and program support.

The Recreation Department works closely with, and thanks, the Southborough Public Schools, Department of Public Works, Southborough Youth and Family Services, Southborough Public Library, Council on Aging, and all other town departments. The department owes much of their success to the support received from these partnerships.



### Department Programming and Building Overview:

The Recreation Department saw an annual increase in registration numbers across programming offered through the department. In 2023 the department brought in 3,686 registrations. This is a 14% increase over 2022. Programming highlights included our seven (7) week Summer camp program which sold out in less than 15 minutes, our growing relationships with partners such as BEST soccer, Skyrise Theater, and Viking sports, and new endeavors with Southborough Youth Basketball, pickleball lessons and rec play, and revamped after school programs.



### Recreation Facility Improvements – 2023

#### South Union School/Recreation Department Building

Additionally, 2023 saw a resurgence in the programming and usage of the South Union building/Recreation Department located at 21 Highland Street. Starting in November 2023 and stretching through the winter and spring months of 2024 – the building saw its heaviest use in the last 5 years. Programmed daily, it served as the home to indoor pickleball, Adult and youth pottery/ceramics, music production course, babysitting and home alone safety courses, kids and adult yoga, and karate. It has also served as an additional meeting space for town and community groups.

Improvements have been made with the introduction of a new pottery kiln, technology upgrades for presentations, and office improvements as the department's staff has grown.



# RECREATION COMMISSION

(continued)

## Kallander Field

After years of studies, funding rounds, and construction – Kallander Field was officially reopened for use to the general public and youth sports. The field's new drainage system and general upgrades have proven consistently successful and are holding their value.

## Lundblad Field

Plans for the repurposing of Lundblad field to a dog park were complete. This project would utilize less than half of the field for the improvement. The Recreation Department received \$25,000 in grant funds from the Stanton Foundation to fund this portion of the project. In 2024 it will be the intention of the department to apply and secure additional grant funding for the construction phase of this facility.

## Department Van

The Recreation Department has procured and took delivery of an additional passenger van for programming. This van has been put into use weekly transporting students to after school programs and special events. It has allowed us to expand the capacity of multiple specialty programs.



## Recreation Department Special Events

### Southborough Summer Nights

Summer Nights is an end of season celebration hosted by the Recreation Department and Friends of Southborough Recreation in August 2022. The event featured a wide variety of food trucks, live music, and fireworks display for the community to enjoy. Summer Nights 2023 is scheduled for August 26, 2023.



*Photo: Beth Melo*

### Heritage Day Parade and Celebration

Heritage Day 2022 was held in October 2022 to celebrate all things Southborough and what makes this town great. The Recreation Department was able to present 60+ local vendors, food trucks, and a community parade. We thank St Marks for their support in allowing us to utilize their field facility. Heritage Day 2023 is scheduled for October 9, 2023

### Halloween Trunk or Treat

2023 marked the 3rd year the Recreation Department held their Free Halloween Trunk or Treat in partnership with the Southborough Fire and Police Departments. This year over 800 community members joined us and the program was a great success. A tremendous amount of thanks is deserved to the various sponsors and businesses who set up booths to hand out candy and information on their services.

# RECREATION COMMISSION

(continued)



## Free Summer Concert Series 2023

The Recreation department revamped their summer concert series for 2023 offering six (6) concerts free to the public. With our most diverse line up of musical acts and genres, each night was a great success. The series was highlighted by a family friendly, children's performer, Stacey Peasley. This day brought in our largest crowd of both residents and nonresidents looking to enjoy an evening in the park.

## Thanksgiving Gobble Wobble 5k Road Race

The Friends of Southborough Recreation saw another successful running of the 17th Annual Thanksgiving Day Gobble Wobble 5k Road race and 2k walk. The event brought in 974 registered runners and walkers and it was a tremendous success. We look forward to the 18th annual race on Thanksgiving Day 2024.

## Southborough Fields and Facilities

The Recreation Department is responsible for the scheduling of all town-owned fields and indoor gymnasiums. The department facilitates each season with DPW/Grounds workers, Youth Sport boards and groups, coaching staff, custodial staff, and various other individuals that are key to the success of Southborough Youth Sports. **In 2023 the department issued 322 use permits totaling 14,493 hours of field and gym time to local, out of town, and private organizations.** All field permit fees go directly to the general fund, while 9/11 turf usage fees are managed by the Recreation Commission and used to re-invest in the 9/11 field maintenance and future replacement.



Below is the inventory of fields and facilities the Recreation Department manages:

- Harold E. Fay Memorial Field/Playground
- Finn School/Mooney Athletic Complex
- Liberty Estates Field
- Kallander Field
- Lundblad Field
- 9-11 Memorial Field
- Choate Field Complex at Woodward School
- Neary School Fields
- Trottier School fields and track
- South Union/Arts Center building and playground
- Town House Playground

*Photos courtesy of the Recreation Department, unless otherwise credited*



# TRAILS COMMITTEE

The Southborough Trails Committee (STC) creates, monitors, maintains, connects, and improves trails in Southborough in coordination with municipal, state, public or private entities, and regional organizations.

STC oversees a network of trails and works to create healthy recreational opportunities for people of all ages and abilities to enjoy Southborough's open spaces and conservation land. Southborough's natural resources offer unique opportunities and benefits to the community. We are committed to promoting passive recreation on the trails and educating trail users about the permitted uses that are designed to keep the watershed clean to protect the water quality of the reservoir.

The Committee has had a productive year focused on trail projects to help advance the following objectives:

- Enhance community awareness and engagement through active outreach and trails related programming
- Continue stewardship efforts related to trail construction, accessibility, and ongoing maintenance
- Secure funding to support trail initiatives

The Committee shares trail resources, news, and event announcements with the community on a regular basis. We use Facebook and our website to engage the community and keep folks updated with trails related happenings. In 2022, the Committee significantly increased its Facebook followers and its e-alert email news and announcements distribution list. Connecting and engaging with the community continues to be a top priority for the Committee moving forward.

During 2023, STC focused on the following activities:

- Hosted a nature walk and a Yoga on the Trails Series funded by a Choate Fund Grant
- Kicked off the Peninsula Trail Phase I construction and installed fencing, a gate, and ADA parking
- Participated in Earth Day clean up with a focus on cleaning up trash from the reservoirs
- Successfully secured pro bono engineering services to supplement the Peninsula Trail Phase II boardwalk and pedestrian bridge project

STC greatly appreciates the support we get from the Town and the community that enable us to accomplish our goals and objectives. A special shout out to the following groups: Recreation Department, Select Board, Town Employees, DPW, Conservation Commission, Stewardship, other Committees/Commissions/Boards/Departments, SOLF, Scouts, Scout leadership and parents, volunteers, local organizations and businesses, surrounding communities, and state entities. We look forward to continuing to build, enhance, connect, and maintain beautiful trails in Southborough.



“It does not matter how slowly you go as long as you do not stop” — Confucius

# SOUTHBOROUGH LIBRARY

## Mission Statement

*The Southborough Library is an innovative, inspirational, and dynamic center dedicated to lifelong learning and interests. The library provides services, programs, collections, and technology to the local community. The building serves as a welcoming environment, facilitates equal access, and provides collaborative space to the public.*

## General Overview of Library Services

The Southborough Library provides books and other materials to residents of the town to checkout and borrow. Any resident of Massachusetts qualifies for a librarycard. The library has four public computers with Internet access upstairs. There are three catalog terminals to search for books and materials, two iPads for the catalog, a black & white printer, and free Wi-Fi for the public. The library also hosts a pay-per-use copy machine and a self-service fax machine. The library provides access to a self-checkout machine upstairs. Visit the Southborough Library website at [www.southboroughlib.org](http://www.southboroughlib.org) to search the catalog and request items, download e-books and audiobooks, live chat with staff, or access online electronic resources. Departing e-resources in 2023 include Skillshare and Beanstack. Staff routinely provide Reader's Advisory service, suggesting books for library users to read. Library card holders also have access to downloadable e-books and electronic audiobooks on their personal e-readers, smartphones, and tablets via the C/W MARS Overdrive service at [cwmars.overdrive.com](http://cwmars.overdrive.com).

Thanks in large part to The Friends of the Southborough Library, the library offers reduced price passes to many cultural museums and educational attractions across Massachusetts. The Southborough Library offers two circulating telescopes for patron checkout, as well as an expanded collection of circulating puzzles and board games. Thanks to grant support from the Southborough Community Fund, the library offers twelve circulating ukuleles in the Teen Room. Thanks to state grant funding, the library has two circulating gardening kits that include tools for the novice and experienced horticulturalist. The successful Library Seed Exchange also continued for the fourth consecutive year with an outdoor in-person launch event. The library's outdoor Story Walk continues to attract new outdoor users and enhance youth literacy. Approximately 6,325 residents of Southborough have active library cards.



## Delivery and Interlibrary Loan

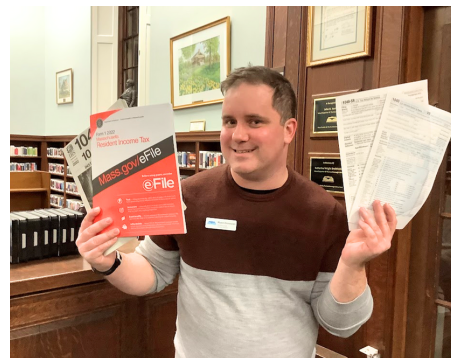
Southborough is a member of the Central/Western Massachusetts Automated Resource Sharing (C/W MARS) network. Through the consortium's interlibrary loan service, cardholders can request materials that Southborough does not directly own but still has access to via a statewide delivery service. Unless there is a pending waitlist, books and materials are typically received in just a few days. Users are notified by email, phone, or text when the material arrives. To search the full C/W MARS catalog and place holds, visit <http://bark.cwmars.org>. Users may also access books outside the C/W MARS network via the statewide Commonwealth Catalog at <https://commonwealthcatalog.org>.

## Board of Trustees

The Library Board of Trustees consists of Marguerite Landry (Chair), Jane Davis (Vice Chair), David C. Ekberg, Janet Maney, Kim Regan, and Amy Yazdani. The board works very closely with library director Ryan Donovan with the ongoing evaluation and implementation of library services, in addition to aiding the director with library policy and long-term strategic planning efforts. The board meets at least once a month, and sometimes more frequently during the annual budgeting season.

## Library Staff

Besides providing direct public service to patrons, staff activities include purchasing and processing books, planning programs, deaccessioning material collections, creating booklists and displays, processing curbside service requests, working with and learning from our regional library consortium, promoting existing electronic resources, updating records in the automated catalog, and offering computer and e-reader help. Staff also seek out and write grants; in 2023, the library received multiple grant awards from the Southborough Cultural Arts Council and the Southborough Community Fund.





# SOUTHBOROUGH LIBRARY

(continued)



## Library Programs

This year, the library hosted a variety of both in-person and virtual ongoing programs. They included a monthly virtual book club, story times for children, Baby & Toddler Time, Tuesday Tech Time, and Crafternoons for middle and high school students. Special events, such as the annual Candidates' Night event, also continued. The Rotary Club of Southborough and the Southborough Poetry Workshops continued as monthly in-person evening events. New programs have continued to be offered at the library. A professional cooking instructor has been leading online classes to show how to make delicious meals from around the world, which have received positive feedback and enthusiasm from participants. Southborough Recreation continued to help maintain online and in-person registrations in partnership with the library. As weather allowed, the library held several successful outdoor programs for children including regular weekly preschool story times, baby yoga sessions, and continued a popular Friday morning singalong series called Kids Jam.

The library has continued to develop opportunities for Southborough teens with a large increase in volunteering options, through partnerships with The Friends of the Southborough Library, local nonprofits, and direct outreach to schools in the district. Local teens have had the opportunity to take on leadership roles designing craft sessions for younger children, contributing to the development of teen programs, and offering tutoring sessions about technology. A new range of programs was offered throughout the year such as a mindful exercise program, a Dungeons & Dragons session, therapy dog visits, and a bake-off for Southborough's blossoming, talented young bakers. The library has also started innovative ways for teens to contribute to the library autonomously. Teens can send in book reviews for the large expanse of selected new YA books and contribute to crafting projects from home. The selection of new tools, such as a Cricut machine, new comfortable seating, and young artists' submission of chosen artwork, has improved the culture of inclusion, innovation, and enrichment that make the Teen Room in Southborough Library an environment patrons enjoy.



## Southborough Library Fund

In 2011, members of the LibraryBoard of Trustees helped to establish the Southborough Library Fund, a 501(c) (3) tax-exempt fund under the umbrella of the Community Foundation of North Central Massachusetts. As the library prepares to undertake the planning and design of a new or renovated space, the Fund can help to supplement the costs of this effort through individual giving. Donations can be mailed to: Southborough Library Fund, P.O. Box 141, Southborough, MA 01772 or made online at: <https://cfncm.org/donate-now/southborough-library-fund> and providing your information.





# SOUTHBOROUGH LIBRARY

(continued)

## The Friends of the Southborough Library

Since 1972, the Friends of the Southborough Library have been raising supplemental funds for library initiatives, such as youth programming that has not traditionally been supported by the municipal budget. The Friends hold 501(c)3 nonprofit status. The library would like to acknowledge and thank the Friends' leadership for their service: President Beth Melo, Vice-President Kathy Gittins, Secretary Mary Tinti, Treasurer Prudence Webster, and Book Sale Chair Diana Tremblay. Want to help support the Southborough Library? Join the Friends. They meet monthly on a Wednesday evening at 7:30 PM. Meetings are on Zoom. For more information, email [friendsofsouthboroughlib@gmail.com](mailto:friendsofsouthboroughlib@gmail.com).



## What is New at the Southborough Library in 2023

To meet emerging user needs, the library launched a new and revised website in October 2023. The update features highlighted museum passes and new books, as well as a better integration of our weekly newsletter. Additionally, events are listed in a new, easily accessible format. The library had high-definition security cameras installed at entryways and exits of the facility, as well as in the Teen Room. These to help ensure safety at the library for staff and patrons and provide the opportunity to monitor the Teen Room. The library also expanded the Spanish and Spanish/English bilingual books in the Children's collection and created an adult Spanish book section. Progress has been made cataloging local history items this year, featuring materials such as school yearbooks; Town of Southborough annual reports, town meeting warrants, and assessor's reports; books about Southborough and Worcester County; and school district reports.

Contact the library here: <https://www.southboroughlib.org/Pages/Index/226976/contact-us>

Contact Information

Phone: 508-485-5031

Website: <http://www.southboroughlib.org>

Twitter: @SouthboroughLib

Facebook: <http://www.facebook.com/southboroughlib>

Hours: Monday, Friday & Saturday, 10:00 AM to 5:00 PM

Tuesday, Wednesday, & Thursday, 10:00 AM to 9:00 PM

Library Closed Saturdays in July and August



## Staff Acknowledgements

Ryan Donovan, Kim Ivers, Marianna Sorensen, Leah Selleck, Carol Logan, Libby Goodreau, Kathy Kolenda, Kelly Winand, Kathy Schoener, Jenny D'Innocenzo, Jamie Hayes, Deb Moore, Diane Wallace, Marjory O'Neill, Claudia Roche, Madrid Elena Cunningham, Maya Regan, Autumn Stewart, Maggie Mercadante, Mia Boloz, Jackson Harris, Maggie Fitzgerald & Alicia Winske.

	FY20 <sup>^</sup>	FY21 <sup>^</sup>	FY22	FY23
Total material holdings	199,903	237,253	253,055	279,289
Direct circulation (not including inter-library loans)	114,976	97,347	141,894	154,082
Inter-library loans processed through Southborough (sending and receiving)	21,848	28,755	25,928	25,621
	(8,834 received, 13,014 provided)	(12,817 received, 15,938 provided)	(11,775 received, 14,153 provided)	(11,365 received, 14,256 provided)
e-book circulation	10,524	14,542	13,475	13,498
Total attendance at adult/young adult programs	2,508	786	1,541	1,886
Total attendance at children's programs	4,720	2,096	2,381	3,909
Fines & fees collected and turned back to the town <sup>^</sup>	\$885.00	\$25.00	\$296.00	\$486.00

<sup>^</sup>FY20/FY21 Statistics were adversely affected by the COVID-19 pandemic & subsequent building closure.

*Photos courtesy of the Library Director*

# **SOUTHBOROUGH PUBLIC ACCESSIBILITY COMMITTEE**

In 2023 under the Chairmanship of Bill Sines, the Southborough Public Accessibility Committee (SPAC) achieved a number of key milestones towards continuously improving the accessibility of Southborough to citizens of all levels of ability.

The SPAC worked with Town officers and departments to identify community needs under the Americans with Disabilities Act (ADA) law. The mission of the SPAC was to offer all Town citizens with permanent or temporary disabilities an equal opportunity in accessing: (i) Town government offices; (ii) public and commercial buildings; (iii) programs; (iv) goods & services; (v) transportation, telecommunications via the internet; and (vi) recreational opportunities. In collaboration with Town officials, other Town committees, and the Southborough community, the SPAC activities included informing Town citizens and officials about the Town's needs regarding ADA matters; providing a referral database of area resources, services, and community programs for Citizens; and advocating for safe accessibility for all Citizens.

Towards these goals the SPAC executed the following activities in 2022 focused on acting on the results of the ADA Self-Assessment:

- Met with Town Department Heads and other Town Committees to review progress towards remediating the ADA issues identified in the Town's ADA Self-Assessment and to formulate strategies for obtaining the required funding.
- Met with representative from the Massachusetts Commission for the Blind to discuss orientation aids for the blind that may be implemented by Southborough.
- Met with Massachusetts Director for Community Services to discuss requirements for Southborough public spaces.
- Worked the Southborough Trails Committee to establish new trails consistent with ADA requirements and supported the acquisition of funding to support this project.
- Used SPAC budget to directly establish improved physical access to Southborough's Public Safety Building.
- Reviewed plans presented to the Town's Planning Board for ADA compliance and advised other Town committees (including the Saint Mark's Park Committee) on ADA requirements that could affect their current projects or deliberations.
- Reviewed the Town's parking code to formulate changes towards reducing the incidents of sidewalks being frequently blocked by parked vehicles.
- Reviewed the Town's pole permitting process with the goal of improving permits for new utility poles that will avoid pole placements that would interfere with the accessibility of current and future sidewalks for those with movement limitations.

# SOUTHBOROUGH YOUTH AND FAMILY SERVICES

## *Mission and Strategic Plan*

*The mission of Southborough Youth and Family Services is to provide compassionate and equitable behavioral health and social services to Southborough residents of all ages.*

### **Overview of Services**

#### Mental Health Support Services

SYFS provides short-term or interim mental health support to Southborough residents of all ages. Services vary in intensity and are designed to be accessible and highly responsive. In 2023, SYFS mental health support services included:

#### **Referral Support**

SYFS assists individuals and families with finding a community mental health provider through INTERFACE Referral Service through William James College and Behavioral Health Partners of Metrowest (BHP). INTERFACE Referral Service is a confidential mental health and wellness referral helpline available Monday through Friday, 9 am-5 pm, at 888-244-6843 (toll free). BHP assists callers from MetroWest communities with accessing behavioral health, primary care, substance use services, and social service providers. Callers can utilize their free Service Navigation Line Monday through Friday at 844-528-6800.

#### **Clinical Consultations**

Southborough residents wishing to consult a mental health professional for guidance without delay and without commitment to counseling services, are welcome to request a confidential Clinical Consultation with one of our staff. Consultations may be scheduled by in-person appointment or be conducted over the phone.

#### **Assessments**

In situations where more information is needed to clarify a presenting problem, assess how an individual would respond to mental health support services, and/or identify what type of service would best address an issue, SYFS's clinical staff can offer a confidential 6-8 session assessment. During this time frame, clinicians meet with the individual, consult with collateral contacts, review existing reports, and collect additional information needed to provide a comprehensive assessment and make clinical recommendations.

#### **Short-term Counseling**

Southborough residents of any age may see one of our clinicians for short-term confidential counseling services. Short-term counseling services may be offered under these circumstances:

- As a "bridge service" for residents with time-sensitive or urgent needs waiting to get an appointment with a community behavioral health provider.
- For residents with clear short-term goals.
- In circumstances where there are a number of significant barriers that prohibit an individual from accessing the support he/she needs.

#### **Therapeutic Groups**

SYFS offers confidential therapeutic groups as needed, based on level of interest and the availability of staff. Previous therapeutic group offerings include a DBT informed social emotional skills workshops, parent support, social pragmatics groups, and executive functioning skills groups.

#### **Substance Use Diversion Program**

This confidential program is for Southborough youth age 14-18 years old with emerging drug and alcohol concerns. The goal of this program is to offer support and treatment to alter the course of future health concerns, prosecution, addiction or disciplinary action. Youth may be referred to this program through their school, doctor, mental health provider, or by the Southborough Police.

Service	# Residents served in 2023
#of new requests for mental health support	69
#of residents received referral support	37
#of residents receiving mental health support from SYFS staff	60
# of therapeutic groups/#group participants	5/51

# SOUTHBOROUGH YOUTH AND FAMILY SERVICES

(continued)

## Need-Based Services

SYFS offers a number of programs to residents experiencing financial hardship. Some of these programs are unique to Southborough while others are state funded public benefits that SYFS acts as an intake site for. In 2023, SYFS offered the following need-based services:

### **Southborough Emergency Fund**

With financial support from Friends of the Southborough Youth Commission, the Southborough Community Fund, and the Southborough Trust Fund; SYFS, the Southborough Senior Center, and Southborough Food Pantry, have been able to provide occasional emergency financial assistance to families experiencing financial hardship.

### **Fuel Assistance**

SYFS is an intake site for South Middlesex Opportunity Council's (SMOC) Fuel Assistance Program. Residents can schedule an appointment with our staff to get assistance with completing and submitting the application.

### **Camp Scholarship Program**

SYFS coordinates and distributes camp scholarships to children who would not otherwise be able to attend summer camp. Camp scholarships are possible through funds from the Friends of the Southborough Youth Commission (FSYC), generous donations from organizations, individuals, and families, and free and reduced rates offered from local camps.

### **Winter Wishes**

In cooperation with the Southborough schools and Friends of the Southborough Youth Commission, SYFS has acted as a clearinghouse for donations by identifying and distributing gift cards to Southborough families in need. Thank you to all of our donors for their generosity in assisting families during the holiday season and throughout the year.

### **Case Management**

In recent years, SYFS has seen an uptick in residents with multisystem stressors needing help with basic needs such as housing, health insurance, and food insecurity. As a result, SYFS started offering navigation support for residents applying to these public assistance benefits through case management services.

Service	# Residents served in 2023
Southborough Emergency Fund	11 requests
Fuel Assistance	2
Camp Scholarship Program	16 families/28 individuals/125 weeks
Winter Wishes	27 families/101 individuals
Case Management	4

## Prevention Programs

An important goal for SYFS is to support individuals, families, and the community ahead of challenges by investing in prevention programming. In 2022, SYFS shifted their service delivery to dedicate one employee exclusively to prevention programming enabling them to offer workshops on a regular basis.

- QPR Gatekeeper Suicide Prevention trainings
- Listen With L.O.V.E. (LWL)
- Say It With L.O.V.E. (SWL)

Service	# participants in 2022
QPR Suicide Prevention training	62
Listen With L.O.V.E. workshop	21
Say It With L.O.V.E. workshop	8

# SOUTHBOROUGH YOUTH AND FAMILY SERVICES

(continued)

As in previous years, SYFS offered these additional prevention programs:

- Observance of National Day of Unplugging- March 2023
- Celebration of Mental Health Awareness Month – May 2023
- Substance Misuse Prevention
- Positive Youth Development- Youth Council

## Southborough Youth Commission

The Southborough Youth Commission (SYC) was established in 1978 by the town following general law of the Commonwealth of Massachusetts. The SYC is a seven-member commission appointed by the Select Board for terms of 3 years. The purpose of the Southborough Youth Commission is to support the mission of Southborough Youth and Family Services.

## 2023 Youth Commission Board Members

### January-June 2023

Lauren Richey, Chair  
David Joyner, Vice Chair  
Sara Michas, Secretary  
Susan Beyer  
Margarite Landry  
Karen Anglim  
Nancy Sutton

### July-December 2023

Lauren Richey, Chair  
Karen Anglim, Vice Chair  
David Joyner  
Sara Michas, Secretary  
Susan Beyer  
Nancy Sutton  
Margarite Landry (resigned in June 2023)  
Laura Chiocco (joined in June 2023)

## CONTACT US

Phone: (508) 481-5676

Email: [syfs@southboroughma.com](mailto:syfs@southboroughma.com)

Address: 21 Highland Street Southborough, MA 01772

Fax: (508) 983-7753

Social Media: @SBoroYFS

Website: [www.southboroughma.gov/197/Youth-Family-Services](http://www.southboroughma.gov/197/Youth-Family-Services)

## GET INVOLVED!

If you are interested in supporting the work of Southborough Youth and Family Services, please consider joining Friends of the Southborough Youth Commission (FSYC). FSYC is an IRC 501(c)(3) organization that supports the work of Southborough Youth and Family Services, through fundraising and outreach efforts. To learn more, please visit the Friends of the Southborough Youth Commission Facebook page or email [friendsofsboroyouthcommission@gmail.com](mailto:friendsofsboroyouthcommission@gmail.com).

*Thank you to the SYFS staff, the Youth Commission Board, Friends of the Southborough Youth Commission, the Southborough Community Fund, the Trust Fund Committee, and all the organizations, families, and individuals who have generously supported our programs with your time, energy, generosity, and moral support! The Youth Commission Board typically meets on the second Tuesday of each month, at 7:00 PM. All meetings are posted at the Southborough Town House. For information on our programs, or to volunteer to be involved, please call us at (508) 481-5676.*

*Thank you again for your support!*



**SOUTHBOROUGH YOUTH  
AND FAMILY SERVICES**  
STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES



# STEWARDSHIP COMMITTEE

*Mission: To provide conservation-based stewardship of the Breakneck Hill Conservation Land and Town Forest, balancing multiple conservation and passive recreation uses.*

The Stewardship Committee is comprised of a dedicated group of volunteers. As Stewards, we continued our efforts throughout 2023 to create habitat for at-risk species of wildlife, to manage invasive plants, and to provide an inviting space for passive recreation for Southborough residents.

We are pleased to share the following highlights from 2023:

- Documented a nesting pair of bobolinks at Breakneck Hill. Bobolinks nest in grasslands, which are in decline. The Stewards are excited to know the grassland habitat being managed at Breakneck Hill has successfully attracted them.
- Continued collaborating with Dr. Robert Gegear, a professor at the University of Massachusetts. He adopted Breakneck Hill in 2015 as his first research site for at-risk pollinators. In 2023, Dr. Gegear and his graduate students engaged in research that included weekly visits to survey pollinators and butterflies. This work informs our plantings at Beecology.
- Expanded the garden beds at Beecology Research Garden, which features plants identified by Dr. Robert Gegear to support at-risk pollinators.
- Provided outreach, training, and workdays as part of a Citizen Science and Volunteer Development Program. We not only worked with volunteers to document species, but also planted, mulched, weeded, and watered the pollinator gardens to keep them robust.
- Documented the population of *Bombus fervidus* (an at-risk native bumblebee) at Breakneck Hill. That these bumblebees continue to find habitat at Breakneck Hill is evidence that our management efforts are working. *Bombus fervidus* is designated a Massachusetts Species of Greatest Conservation Need in the State Wildlife Action Plan.
- Documented growing populations of native plants important for butterflies and at-risk bumblebees. These plants include, but are not limited to, native roses (*rosa virginiana*), native honeysuckle (*diervilla lonicera*), meadowsweet (*spiraea alba*), and baptisia tinctoria. The Stewards protect these populations through their management practices.
- Created a small spur off a main trail into the new Beecology Meadow so visitors could enjoy the hundreds of flowers blooming, especially monarda fistulosa, and have up-close experiences viewing the humming birds, butterflies, and bees visiting them. Visitors referred to it as a “meadow bathing experience.”
- Continued to manage invasive species with a focus on bittersweet, purple loosestrife, and autumn olive. The Stewards newly identified a growing population of Bradford pear in the North Pasture and porcelain berry, which are new management priorities.
- Worked with a local Scout troop to install mapboards and an educational sign highlighting the life inside a vernal pool at Town Forest.
- Collaborated with the community gardeners to provide plots for dozens of gardeners at the Breakneck Hill Conservation Land.
- Installed a new and larger shed to provide better storage for both Community Gardens and the Stewards.
- Provided extensive input to the Conservation Commission for the upcoming remediation on the farm dump adjacent to the Conservation Land.
- Provided input on the proposed 40B housing development at 120 Turnpike Road that highlighted the potential for adverse effects on the Conservation Land as well as proposed steps to mitigate those effects. The Stewards provided this input to the Conservation Commission, the Planning Board, the Zoning Board of Appeals, and the Select Board, and the Massachusetts Housing Authority.



The Stewards create a trail in the new Beecology Meadow at Breakneck Hill Conservation Land

# TECHNOLOGY DEPARTMENT

Another busy year for the Technology department! We have added new technology to enhance the Public Safety training room with a new Zoom meeting integration. We were able to obtain funding through ARPA resources to install new cameras, microphones, and a one touch panel to start Zoom meetings. It has become an important resource for the town during Board and Committee meetings. We have conducted the last two annual budget joint meetings with Select Board & Advisory with great success.

In 2023, we launched the Town's new website enhancements, which were also funded by ARPA. We are now utilizing the CivicEngage platform from CivicPlus. This platform is now more compatible with phones and tablets, which provides an ease of scrolling through the site, just as most apps do today. To add to this enhancement, the Tech. Department moved the town website to a .GOV domain. Doing this not only gives us a better stance in security, but also brings us to the domain standards for many government websites. We continue to gather feedback from residents and make the website a better place for the community to stay informed.

Finally, we have implemented an IT managed service provider (MSP) to provide an additional layer of security for the Town's technology infrastructure. In today's cybersecurity challenges it is always best to have as much protection as possible to keep out any cyber threats. The Technology Department continues to look at new ways to keep the community's information as safe as possible. We have much more to come in 2024!



# VETERANS' SERVICES



*Photo: Veterans Service Officer*

*Mission Statement: The principal mission of the Veterans' Services Officer (VSO) is to ensure that every eligible Southborough Veteran receives all Federal, State and Local veterans benefits available to them.*

The VSO for Southborough is Brian Stearns. The office is located in the administrative building in the rear of the Rural Cemetery on Cordaville Road. The VSO may be reached by calling 508-229-2172 at any time. Regularly scheduled appointments hours are scheduled on Monday from 3:30 PM to 5:30 PM. Veterans are urged to contact the VSO concerning benefits eligibility, discharge documents, burial information and any related questions. This year the office has continued to work in office and by appointment.

The VSO's duties include informing, advising, assisting and counseling Southborough's veterans, their dependents and survivors in obtaining information and benefits from the United States Department of Veterans Affairs (VA), the Commonwealth of Massachusetts Veterans Services and the Town of Southborough Office of Veterans' Services. Additionally, the VSO assists in submitting forms to higher authorities to determine eligibility for service connected disabilities, non-service connected pensions, healthcare benefits, education benefits, burial benefits and other available benefits.

Many State services and benefits for veterans are available through the Massachusetts Department of Veterans' Services, in conjunction with the municipalities. Services are comprehensive with the goal being to support veterans and their families through educational benefits, housing opportunities, monthly financial support, veterans' job training and employment placement. Every municipality in Massachusetts employs a Veterans' Services Officer who is state certified to assist veterans and their dependents.

In addition to the local veterans' services office, the Federal Veterans Administration office at Government Center in Boston is available. The VA operates hospitals in Jamaica Plain, West Roxbury, Brockton, Bedford and Northampton and clinics throughout the Commonwealth including clinics in Framingham and Worcester. The Veterans Office provided 6 rides to Veterans for appointment at no cost to the veterans.

# VETERANS' SERVICES

(continued)

Eligibility of veteran benefits requires that the veterans or his/her dependents be able to provide proof of service via the veteran's discharge documents stating the dates of service and discharge category. Claims for compensation for a service related injury depend on proof of injury, severity of injury, medical records, medical analysis and many other factors. Processing times can take several months depending on the complexity of the disabilities.

Some other examples of veteran and dependent benefits include:

- Financial assistance – Chapter 115
- Medical, RX, eye glasses, and hearing aids
- Outreach and counseling
- Researching records
- Medical clinics, hospitals and soldiers' homes
- Burial markers for deceased veterans

Southborough currently has over 300 veterans. In 2023, the VSO processed 10 Federal veterans' benefits claim applications through the Department of Veterans Affairs and 2 recurring (monthly) State benefits under MGL Chapter 115 for Southborough Veterans and family members.

Sadly, this year, we said goodbye to Southborough's long-standing Graves Officer Steve Whynot. Steve decided to resign from the position after faithfully serving Southborough's veterans and their families during their most difficult times.

Very few Graves Officers rise to the level of commitment and expertise that Steve did over the years of service to the town and it is a tremendous and impactful loss that will reverberate well into the future.

Farewell Mr. Whynot. You will be missed.

# PLANNING BOARD

The Southborough Planning Board consists of five members who are elected for staggered five-year terms. The Planning Board reviews applications for permits, subdivisions, and site plan approval as required by state law and Town bylaws. The Board often proposes amendments to zoning bylaws for Town Meeting approval. The Board may also develop bylaws for approval. The Planning Board proceeded with deliberating twenty-two (22) applications, held six (6) public hearings for warrant articles, three (3) of which were sponsored by the Planning Board, all during its twenty-two (22) regularly scheduled meetings and fifteen (15) additional meetings in 2023.

In May, we said farewell to Board Member Andrew Mills, who served on the Planning Board for 11 years. Ms. Meme Luttrell continues to serve as the Planning Board Chair, with Jesse Stein as Vice Chair, Marnie Hoolahan, Debbie DeMuria, and our newest member, Lisa Braccio, who was successful in her campaign for the open seat vacated by Mr. Mills. The Planning Department continued its operations with Karina Quinn, Town Planner, and Business Administrator I, Colleen Stansfield.

## **ANR's (Approval Not Required)**

In 2023, the Planning Board endorsed six (6) ANR plans

- 150 Parkerville Rd – ANR approval creating lots B & C to add to existing Lot 1
- 65, 65C, 65D School St – ANR approval moving lot lines to create 2 lots fronting on a private way & one non-buildable Lot
- 6-12 Brigham St – ANR approval to reconfigure 4 lots into 3 lots
- 250 Turnpike Rd – ANR approval to increase the size of the northern lot by moving its southern lot line further south
- 130 Main St – ANR approval creating 2 lots from 1 lot
- St. Mark's Street intersection at Marlboro Rd. – ANR approval to accommodate the division of former St. Mark's Street and the St. Mark's School parcel into lots for land swap

## **Subdivisions – NONE**

## **Scenic Road Stonewall and Tree Removal**

- 10 Brigham Rd (stonewall) – Removal of approximately 60 feet of stonewall, clean up, and reconstruction of 60 feet of stonewall – APPROVED
- 79 Oak Hill Rd (trees) – Resident request to remove two very large trees at the end of the driveway – DENIED
- St. Mark's Street at Marlboro Rd (stonewall & trees) – Select Board agreed to replace 11 trees and 100 feet of stonewall – APPROVED
- 3 Gilmore Rd (stonewall) – Removal of 16 feet of stonewall for better access to the barn at the back of the property – APPROVED
- DPW Resident Requests/ National Grid requests (trees) – Removal and trimming of various trees listed on the 2023 DPW List – APPROVED
- National Grid Hazard Mitigation (trees) – Removal of 24 trees that were deemed hazardous – APPROVED
- 3 Lyman St (stonewall) – Removal of 11 feet of stonewall for better driveway access – APPROVED
- Deerfoot Road Ext (stonewall) – Removal of a small section of stonewall to accommodate a school bus turnaround – APPROVED

## **Site Plan Review and Special Permits**

- 25 Marlboro Road (St. Mark's School Parking Lot at Marlboro Rd) – The Planning Board completed deliberations and approved the application for Major Site Plan Approval for the 35-space paved parking lot to coincide with the new roadway layout and Town improvements of St. Mark's Street.
- 200 Turnpike Road (Contractor's Yard) – The Planning Board completed deliberations and approved the resubmission for Major Site Plan Approval and Special Permit for Lower Impact Development (LID) for the conversion of office condos to a proposed contractor's storage yard for a snow removal business.
- 325 Turnpike Road (Ken's Foods, Sound Barrier Wall) – The Planning Board completed deliberations and approved the Modification of Major Site Plan Approval for a proposed sound barrier wall along the western side of the existing Ken's Foods facility.



# PLANNING BOARD

(continued)

- 241-245 Turnpike Rd (Car Condos) – The Planning Board deliberated and approved the applications for Major Site Plan Approval and a Special Permit for LID for a proposed 54,000± square foot, two-story building for car condos and a membership club.
- 40-42 Central Street (History & Arts Center) – The Planning Board deliberated and approved the application for Major Site Plan Approval to convert Fayville Hall into a History & Arts Center for the Southborough Historical Society.
- 206 Turnpike Rd (CAC Auto Group) – The Planning Board deliberated and approved the application for Minor Site Plan Approval to convert approximately 1,500 square feet of office space to automotive retail sales.
- 16 East Main St (preschool) – The Planning Board deliberated and approved the application for Minor Site Plan Approval to convert the first floor of the existing single-family structure to a preschool classroom.
- 14 Main Street (medical office) – The Planning Board deliberated and approved the applications for Minor Site Plan Approval and Special Permit Downtown District for a change in use from office space to a medical office on the first floor.
- 28 Turnpike Rd (change of use from retail to office) – The Planning Board deliberated and approved the application for Minor Site Plan Approval to convert approximately 1,782 square feet of the first floor from retail to office.

## Ongoing Development

The Town Planner monitored projects that moved into or continued in the construction phase including 154-156 Northboro Rd (contractor bays); 325 Turnpike Rd (Ken's Foods building expansion and sound barrier wall); 250 Turnpike Rd (Self Storage Facility); St. Mark's School new parking lot at Marlboro Rd; 1 Pine Hill Dr (Harvard University Collections Storage Building); 6-8 Turnpike Rd (drainage and parking modifications); Chestnut Meadow Subdivision off Chestnut Hill Rd; Stonebrook Village Subdivision off Oregon Road; and Ila Bella Flexible Subdivision off Mount Vickery Road, to ensure that conditions stipulated in the respective Planning Board decisions and approved plans are met.

## Warrant Articles

The Planning Board held public hearings to deliberate and take public input for the following Annual Town Meeting (March 25, 2023) Warrant Articles:

- **ATM Article 26** –Sponsored by the Planning Board, to amend Chapter 153, entitled Trees, of the Town's General Bylaws, by adding a new §153-5 Tree Protection Bylaw. Article 26 Failed.
- **ATM Article 28** – Sponsored by the Planning Board, to designate additional Town roads not currently designated as "scenic roads", other than those specifically excluded by State Statute, as "scenic roads" under the provisions of M.G.L. Chapter 40 Section 15C. Article 28 Failed.
- **ATM Article 29** – Sponsored by the Select Board for the Conservation Commission, Zoning Amendment to delete §174-13.5 Stormwater and Erosion Control from the Zoning Bylaws (to be added to the General Code). Article 29 Passed.
- **ATM Article 31** – Sponsored by the Select Board for the Conservation Commission, Zoning Amendment to §174-8.9 WFP Wetland and Floodplain District to replace the existing bylaw with an updated version. Article 29 Passed.
- **ATM Article 34** – Citizen's Petition Warrant Article 34 to amend the Zoning Map to Rezone 84 Turnpike Rd, 88 Turnpike Rd, and 2 Woodland Rd from Business Village (BV) to Business Highway (BH). Article 34 was not addressed at ATM.
- *A public hearing was opened by the Planning Board for "Downtown District" housekeeping amendments to the Sign and Outdoor Illumination bylaws, however it was decided to address the fixes at a future time and the public hearing was closed.*

# PLANNING BOARD

(continued)

## Action Items

- **MBTA Communities** – A major effort by the Planning Board this year was starting the process of understanding the new Housing Choice Law, which also includes the mandated MBTA Communities zoning requirements. This requires that Southborough create zoning districts that allow multi-family housing by-right with a minimum gross density of 15 units per acre. The Planning Board held public outreach meetings, including two information sessions, two mapping sessions, and several working sessions. The Board expects to have a bylaw ready along with MBTA Communities Overlay District Maps for the 2024 Annual Town Meeting.
- **Open Space** – The Planning Board, in conjunction with the Open Space Preservation Commission (OSPC), contracted with Lucas Environmental Consultant to continue efforts for open space monitoring. Lucas Environmental completed a field report on eight (8) open space areas. The report was submitted to the Planning Department in June 2023, and the findings were discussed at the Planning Board meeting on December 11, 2023. Planning's goal is to continue to improve this program.
- **Tree City USA** – To maintain Southborough's recognition as a Tree City USA Community, the program requires annual recertification by the end of the year. Southborough's 2023 Tree City application was sent in for the fifth year in a row, continuing the community's Tree City USA status through the Arbor Day Foundation. A new plaque insignia for year four was received. Tree City USA designation enriches the environment, increases property values, enhances the economic vitality of business areas, beautifies the community, and provides opportunities for grant funding.
- **Improved Efficiencies** – Throughout 2023, the Planning Department continued its efforts in creating a comprehensive digital archive and database of current and historic plans and documents while also creating new solutions for the retention of paper plans and documents. These improved document management systems will continue to reduce paper, streamline office functions, and make records more easily accessible to the public.

The Planning Department's new website is continually updated to provide easier access to project information, applications, rules and procedures, approved meeting minutes, and supporting documentation for Planning Board meetings. Planning Board meetings were held in person and continued a hybrid approach utilizing Zoom so that residents and applicants can attend meetings either in person or via Zoom with recordings located on YouTube.

## MASTER PLAN IMPLEMENTATION COMMITTEE 2023 ANNUAL REPORT

The Master Plan provides the basis for future decision-making in the town, helping to guide Southborough's growth and change, preserve its natural and cultural resources, and maintain its public facilities and services. The Master Plan Implementation Committee (MPIC) reports to the Planning Board and was established to monitor and facilitate progress toward implementation of the Master Plan's 39 goals and 201 recommendations, which can be accessed through the Planning Board website.

The MPIC sincerely wishes to thank the 22 volunteer boards, committees, and Town departments who dedicate their time, energy, and creativity towards achieving their goals in the Town's 2030 vision. Good progress has already been made in several areas, including some notable examples below:

# PLANNING BOARD

(continued)

## **Enhance connectivity with the Town, including trails, bike paths, and sidewalks**

- New pavement/sidewalk management system implemented, and funds appropriated for sidewalk development and repair, improving local connectivity for pedestrians
- Peninsula Trail opened a key ADA-compliant section of the Boroughs Loop/Aqueduct Trail near Fayville Dam, improving connectivity to three regional trails

## **Improve and expand community gathering spaces, including a community center and pocket parks**

- Work began on a new pocket park adjacent to the Southborough Public Library
- Senior Center expansion and renovation is underway
- Community Center Exploration Committee was established

## **Protect and maintain open space, sustain our environment, and expand recreation opportunities**

- Improvements were made to the Southborough golf course, including repositioned tee boxes
- Improved athletic facilities for Algonquin Regional High School were approved at the Annual Town meeting
- Ongoing efforts to promote the use of native plants and increase awareness of native pollination systems across the community
- Educated the community about the importance of invasive species management, including the Emerald Ash Borer, Spotted Lanternfly, and Japanese Knotweed
- Five Town-owned properties transferred to be under the care and control of the Conservation Commission
- Clean-up of the Breakneck Hill dump site is underway

## **Increase diversity in housing, including mixed-use development and by-right accessory apartments**

- Implemented mixed-use zoning in the new Downtown District with new design guidelines
- MBTA Communities zoning overlay plan completed and will be presented to the Annual Town Meeting

## **Strengthen the sustainability of local businesses, commercial districts, and villages**

- Wastewater feasibility study was conducted to evaluate options for more intensive commercial development along Route 9

## **Establish strategies for energy conservation, carbon footprint reduction, and climate change**

- Outdoor illumination bylaw was passed to ensure outdoor lighting is Dark Sky compliant
- Stormwater bylaws were updated to be consistent with current state and federal requirements
- New public shade tree policy implemented
- Hazardous Materials Transportation and Communication Plan was developed
- Adopted cloud-based services and improved internet access for increased resiliency of the Town's technology

# ZONING BOARD OF APPEALS

## Zoning Board of Appeals Members

David Williams, Chair  
Michael Robbins, Clerk  
Doris Cahill  
Jamie Mieth  
Doug Manz, Alternate  
(1) Vacancy, Alternate

## Zoning Board of Appeals Staff

Lara Davis, Principal Assistant

The Southborough Zoning Board of Appeals consists of five members and two alternate members, appointed by the Select Board, who serve for staggered five-year terms. The Board acts on the following classes of matters: Appeals, Special Permits, and Variances as governed by MGL c. 40A and Chapter 174 of the Town of Southborough Bylaws, and Comprehensive Permits as governed by MGL c. 40B.

In September, we said farewell to a dedicated Board member and former Chair, Craig Nicholson. Mr. Nicholson served on the Zoning Board of Appeals since 2016, and as Chair from 2017-2019. Mr. Nicholson will be greatly missed, and we wish him the best of luck in his new endeavors!

In October, Jamie Mieth was appointed as a regular member after serving as an alternate member since 2020. The Board also welcomed Doug Manz as our newest alternate member.

## **APPLICATIONS HEARD BY THE ZONING BOARD OF APPEALS IN 2023**

### 35 Pine Hill Road – Variance – Alfred Hamilton & Diana Wainrib

Variance to allow construction of a garage that will encroach upon the 35-ft required “Other Street” setback. Relief was requested under Section 174-8.2 D (3) (d) and Section 174-8.2 D (3) (c).

Application filed November 29, 2022, and granted January 18, 2023.

### 15 Main Street – Special Permit – Karen Connell

Special Permit to allow an alteration to a pre-existing, nonconforming use. Relief was requested under Section 174-8.2, Section 174-9B, and Section 174-19.

Application filed December 1, 2022, and granted February 15, 2023.

### 82 Middle Road – Special Permit – Melissa Rotunno

Special Permit to allow an accessory apartment. Relief was requested under Section 174-9 B.

Application filed February 27, 2023, and granted April 26, 2023.

### 8 Winter Street – Special Permit – Jeffrey Cholin

Special Permit to allow an alteration to a pre-existing, nonconforming structure. Relief was requested under Section 174-9E.

Application filed March 28, 2023, and granted May 17, 2023.

### 16 East Main Street – Special Permit – NSVPI Realty, Inc

Special Permit to allow a use as a Private School (preschool) on a nonconforming lot. Relief was requested under Section 174-8.3 B, Section 174-8.2 B (4), and Section 174-8.3 D.

Application filed March 31, 2023, and granted May 17, 2023.

# ZONING BOARD OF APPEALS

(continued)

## 264 Cordaville Road – Special Permit – P&H Management Corp

Special Permit to allow an alteration to a pre-existing, nonconforming use for an increase in vehicles for sale. Relief was requested under Chapter 174 Article V, Section 174-19, and Section 174-9.

Application filed May 1, 2023, and granted August 16, 2023.

## 9 Jericho Hill Road – Special Permit – Michael Bartolini on behalf of owner David Johnson

Special Permit to convert a single-family dwelling to a two-family dwelling. Relief was requested under Section 174-8.2 B (6) and Section 174-9 G.

Application filed June 29, 2023, and granted August 16, 2023.

## 12 Wolfpen Lane – Special Permit – Adrian & Anna D'Lima

Special Permit to allow for more than three garage bays. Relief was requested under Section 174-9 and Section 174-8.2 B (12).

Application filed July 31, 2023, and granted September 20, 2023.

## 0 Turnpike Road, 0 Flagg Road, Off Rt. 495 – Comprehensive Permit – The Residences at Park Central LLC

Comprehensive Permit to construct at 200-unit, ownership community for mix-income residents.

Application filed September 18, 2023. Public hearings are still ongoing.

## 5 Thayer Lane – Variance – Christie & Adam Benson

Variance to allow for two sheds within setbacks. Relief was requested under Section 174-25 A (3) and Section 174-8.3 (e).

Application filed September 1, 2023, and granted November 15, 2023.

## 19 East Main Street – Special Permit – 19 East Main Street LLC

Special Permit to allow the reconstruction of a pre-existing, nonconforming structure. Relief was requested under Section 174-19.

Application filed October 3, 2023, and granted November 15, 2023.

## 120 Turnpike Road – Comprehensive Permit – FD 120 Turnpike LLC

Comprehensive Permit to construct a 60-unit apartment building on an undeveloped portion of the 120 Turnpike Road lot. Relief was requested under MGL Chapter 40B, Sections 20-23 and 760 CMR 56.

Application filed November 1, 2023. Public hearings are still ongoing.

## 120 Turnpike Road – Special Permit – FD 120 Turnpike LLC

Special Permit to modify the 2005 Special Permit decision due to the proposed use of the shared driveway to serve the MGL 40B Comprehensive Permit project on the southern parcel.

Application filed November 1, 2023. Public hearings are still ongoing.

## 250 Turnpike Road – Special Permit – Ferris Development Group, LLC

Special Permit to allow two buildings and two uses on one lot. Relief was requested under 174-8 C (2).

Application filed November 1, 2023. Public hearings are still ongoing.

## **ADMINISTRATIVE UPDATES**

The Zoning Board of Appeals voted to adopt a revised set of Policies and Procedures on March 22, 2023, with the goal of increasing transparency and consistency. On the same date, the Board adopted a revised set of application instructions and forms to streamline the application process. The revised application instructions and forms provide clarity and allow applicants to submit their applications online using the Town's online permitting software, ViewPoint. By accepting online submissions, the process is more efficient, with a reduction in time and cost to applicants while being more environmentally friendly. Using ViewPoint also allows the applicant to easily see where their application is in the process, upload additional documents or revised materials, all while increasing communication between departments, ensuring a thorough, efficient, and comprehensive application process that benefits both residents and the Town.



# POLICE DEPARTMENT



## Mission Statement

The mission of the Southborough Police Department is to work with all citizens to preserve life, maintain human rights, protect property, promote individual responsibility, and community involvement.

To the Honorable Select Board members, residents, community members, colleagues, neighbors, and friends; It is my pleasure to present you with the Southborough Police Department's FY2023 Annual Report.

The Southborough Police Department is staffed by a dedicated group of Officers led by Chief Ryan M. Newell; Lieutenant Sean McCarthy, and five Sergeants- who make up the Command Staff. The department's current Sergeants include Sgt. Tim Slatkavitz, Sgt. James DeLuca, Sgt. Michael Whelan, Sgt. Steve Neivert, and Sgt. Thomas Rock. There are currently 15 full-time Police Officers, 5 full-time Communications Officers (Dispatchers), 2 part-time Communications Officers and 1 full-time Police Business Admin. within the Southborough Police Department.

The Department Dispatch Log included 19,916 entries this year. In addition, the department logged 121 in-custody arrests and applied for 332 Criminal Applications through the Westborough District Court. Officers also completed 1,041 Incident Reports.

The Department continued the use of our department website, Facebook, Twitter, and a new Instagram account, as a means of distributing information and crime prevention initiatives to the public, including publishing the department's Police Activity Log.

The department underwent some staffing changes in 2023. Sergeant Sean McCarthy was promoted to Lieutenant in February of this year. Det. Stephen Neivert was promoted to Sergeant in September, and Officer Thomas Rock was also promoted to Sergeant in October of this year. Officer Owen O'Brien started his first shift as a full-time police officer with the department in March, while Wellesley College Sergeant Frank Urbani transferred over and started as a full-time officer with the SPD in July.



*Sgt. Deluca, Sgt. Neivert, Off. Urbani, and Lt. McCarthy*

## Community Policing Initiatives

The Southborough Police Department continues to have a harmonious relationship with the community, largely due to great efforts in Community Policing. This year our department members participated in programs and town events such as D.A.R.E., Coffee with a Cop, Lunch Take-Back, Special Olympics, Persons at Risk Program, School Resource Officer, Child Seat Install, Senior Citizen Liaison Officers, Walk to School Day, Community Read Day, Southborough Garden Club Flower deliveries to senior citizens, Summer Nights, Heritage Day, Get on Board at the Senior Center, Gobble Wobble, Drug Take Back Box, Internet Safety Zone, and Trunk or Treat.



*Off. Fontana, SFD Capt. Dano, Resident Bea Ginga, and Off. Lu*

Officers continued their charitable efforts throughout the year by participating in the Pink Patch Project, Veterans Patch Fundraiser, Fill-A-Cruiser Food Pantry Collection, and the Shop-With-A-Cop Christmas event in Framingham. Community Policing programs remain a high priority for the Southborough Police Department, and our department members enjoy participating in them.



*Off. Lu, Off. C.Chapski, and Off. Fontana*

# POLICE DEPARTMENT

(continued)

## Traffic Enforcement

Under the direction of Sergeant Tim Slatkavitz, areas of traffic enforcement emphasis are noted at roll call on the department's "Request for Traffic Enforcement Board," and through speed monitoring or electronic sign boards. In addition, our officers participated in four separate Federal Grant programs that addressed Speeding, Impaired Driving, and Distracted Driving. In October, Sgt. Steve Neivert took over as Traffic Enforcement Officer, as his new supervisory assignment. Officers investigated 317 motor vehicle crash reports and issued 4,884 citations this year. Officers also conducted over 4,250 radar posts this year. Residents with areas of concern are urged to contact the department for stepped-up enforcement initiatives.



*Sgt. Tim Slatkavitz*

## Specialty Assignments

Officers Jeff Norton and Julia Fontana are assigned as the department's Senior Citizen Liaison Officers for our elder population and Senior Center. If you have any issues, whether it be safety or other concerns, please feel free to contact them at 508-485-2121 or by e-mail: [sclo@southboroughma.com](mailto:sclo@southboroughma.com). Officers Tyler Lu and Riley Brown were named as the Department's Business Liaison Officers. Off. Fontana became the department's new SRO & DARE Officer, and Officers Soccorso and Norton have been named as the department's new Field Training Officers.

## Criminal Investigations & Detective Bureau

The Detective Unit works in close cooperation with the internal divisions of the Southborough Police Department, as well as other state, local, and federal law enforcement agencies to accomplish its ultimate goal of providing excellent service to the citizens of Southborough.

The Detective Division is currently managed by Lieutenant McCarthy. Detectives conduct follow-up investigations based on information provided by the patrol division. During this past year, Sgt. Steve Neivert and Det. Keith Nichols split the assignment, and were assigned to follow up investigations on approximately 142 cases: along with oversight of 202 Criminal Applications in Westborough District Court. Additionally, the firearms licensing unit processed 104 LTC/FID firearm permits this year.

## Department Goals

It is the goal of the Southborough Police Department to perpetuate a strong work ethic that fosters pride in ourselves and in our department. We continue to be a model agency prepared to meet future challenges and will continue to grow and adapt to our ever-changing community by providing the highest level of service and protection to our citizens. We will accomplish this goal by providing our employees with the tools, training, and knowledge to meet and exceed all present and future needs of the Town of Southborough within the scope of law enforcement services. For example, at the end of last year, the department was awarded a Massachusetts Executive Office of Public Safety and Security (EOPSS) OGR Body Worn Camera grant for \$78,547.98, in order to implement and maintain the department's first Body Worn Camera program. The program began in April of this year and has been very well received by our officers and the general public. We continue to work in collaboration with the community to identify and address those areas requiring improvement. We will strive to adapt, which will help to ensure that we continue to provide the level of service deserved by the community we serve.

As part of the Criminal Justice Reform enacted in Chapter 253 of the Acts of 2020, the Massachusetts Peace Officer Standards and Training (POST) Commission was established. The Commission continues to take important steps to help improve public safety and increase trust between members of law enforcement and the communities they serve. POST is charged with creating a mandatory certification process for police officers, as well as processes for decertification, suspension of certification, or reprimand in the event of certain misconduct. The members of the Southborough Police Department continue to take a proactive approach in meeting the standards established by the POST Commission.



# POLICE DEPARTMENT

(continued)

## Acknowledgements

I extend my sincere thanks and appreciation to the Select Board and the Town Administrator for their continued support of the Southborough Police Department. I would also like to thank the many town Boards, Committees, Commissions and Departments who work in concert with our department, all for the benefit of our residents. Many of the issues that our department faces require a multi-faceted approach to resolve. Working closely with the different agencies in our community helps provide solutions to these sometimes complicated issues.



I would like to thank Fire Chief Steven Achilles and the members of the Southborough Fire Department, who work hand in hand with our officers, responding to the many emergency service calls in our town. I would also like to take this moment to congratulate Chief Achilles on his retirement, and to let him know that we all wish him the best of luck in his new position. I would also like to thank DPW Superintendent, William Cundiff, and the members of the Southborough DPW, who work closely with our department in organizing the many town events and help to assist with the traffic issues that our community faces throughout the year.

We would like to thank the residents, schools, and business community for their great support and encouragement during this past year. Thank you for the cards, food, and other items you have dropped off at the police department throughout the year. Your expressions of gratitude are greatly appreciated!

Finally, I would like to thank the men and women of The Southborough Police Department for their dedication and commitment to their profession, and for the work they do day in and day out handling the various and challenging issues that present themselves in our community. They embraced the changes and challenges within this profession with the utmost flexibility and continued the mission of the agency without pause or complaint, providing excellent services to the community. Thank you for your service and sacrifice while performing the very difficult job that you do.

Thank you.



*Off. Lu*



*Police Chief Ryan Newell*

**SOUTHBOROUGH POLICE DEPARTMENT**  
**PROTECTING OUR COMMUNITY...TOGETHER**

# ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR

## TOWN OF SOUTHBOROUGH ANIMAL CONTROL ANNUAL SUMMARY REPORT JANUARY 2023-DECEMBER 2023

MONTH	TOTAL # CALLS	COMPLAINT CALLS	LOST DOG	LOST CAT	OTHER CAT RELATED	WILDLIFE	MISC CALLS	PICK UP	HUMAN/ ANIMAL - ANIMAL BITE	QUARANTINE ORDERS ISSUED/ RELEASED	DECEASED ANIMALS	BARN KENNELS INSPECTED 2023
January	21	2	1	1		4	7				2	4 (Kennels)
February	14	2	1			4	1		1	1	4	
March	15	3					3		1	1	6	1(Kennel)
April	10	1				3	2				4	
May	23	5	1	1		7	4				5	
June	11	2	1			3	2				3	
July	16	3	1	1		5	2				4	
August	10	2		1		2					5	
Sept	7		1			3					3	
October	13	1			1	2	2		2	2	3	
November	14	2	1			3	1				7	
December	30	1	2			4	7				6	10 (Barn)
<b>TOTAL 2023</b>	<b>184</b>	<b>24</b>	<b>9</b>	<b>4</b>	<b>1</b>	<b>40</b>	<b>31</b>		<b>4</b>	<b>4</b>	<b>52</b>	<b>15</b>
<b>NOTES:</b>												
<b>BARN INSPECTIONS COMPLETED 20 10</b>												
<b>KENNEL INSPECTIONS COMPLETED 5</b>												
<b>PER DEPT. OF ANIMAL HEALTH ALL BARN INFORMATION IS CONFIDENTIAL ALL REPORTS SUBMITTED TO D.A.H. 1/3/2024</b>												

### TOWN OF SOUTHBOROUGH BARN INSPECTION REPORT January 1, 2023 - December 31, 2023

	Total #
1 CATTLE	10
2 GOATS	50
3 SHEEP	39
4 SWINE	4
5 LLAMAS/ALPACAS	13
6 EQUINES	8
7 CHICKENS	385
8 TURKEYS	23
9 OSTRICH, EMU	5
10 WATERFOWL	51
11 GAMEBIRDS	10
12 RABBITS	52
13 OTHER	15 Peacocks
<b>Barns completed: 10</b>	
Barn Reports submitted to Department of Animal Health 12/31/23	

*Leash Law: All dogs in Southborough must be in control at all times. No dogs are allowed on school property. Loose dogs may be picked up by the Animal Control Officer and subject to an initial fine of \$15.00 plus boarding fees.*

*Loose Dogs: Call the Animal Control Officer, Jennifer Condon at 508-485-7817*



# FIRE DEPARTMENT

## Mission Statement

*We are dedicated to providing quality public safety and risk reduction services to our community.*

### Overview

The Southborough Fire Department continues to be an all-hazards, full-service fire department providing emergency response and community risk reduction services to the Town of Southborough. The department is made up of 27 men and women, both full-time and on-call, dedicated to serving the community.

The department operates 24-hours a day from the Public Safety Building located at 32 Cordaville Road. The fire station houses the fire chief and administrative offices, the fire prevention officer, on-duty firefighters and paramedics, and all department apparatus and resources.

Community risk reduction and inspection services are the responsibility of the department's fire prevention officer. In 2023 a total of 595 inspections, drills, programs, and plan reviews were conducted. Through these efforts, along with code enforcement, property surveys, investigations, and public education we continue to demonstrate a commitment to reducing the loss of life and the destruction of property from fire and other hazards.

### Vision Statement

We will be a progressive, professional, and well-trained fire department, committed to excellence in the delivery of all our services.

### Priorities

- Continue to strengthen the reliable delivery of essential emergency and community risk reduction services.
- Maintain department-wide career development and succession planning.
- Provide cost effective and sustainable customer-centered services.

### Goals

- Ensure organizational staffing levels meet day-to-day and peak service demands, published performance objectives, and industry best practices.
- Expand and strengthen community risk reduction efforts to improve prevention, education, and mitigation measures to all age groups.



*Firefighters Rice and Cole*

### Department Personnel

- 1 Fire Chief
- 1 Business Administrator
- 5 Captains
- 4 Lieutenants
- 9 Firefighter / Paramedics
- 3 Firefighter / EMT
- 5 Call Firefighter / EMTs



# FIRE DEPARTMENT

(continued)

## 2022 Department Activity

Fires – 38

Medical Emergencies – 977

Hazardous Conditions – 69

Service Calls – 112

Good Intent Calls – 117

False / Accidental Alarms – 262

Weather / Nature – 4



*Firefighters Gaudette and Cole*

## Highlights from 2023

In March the department announced a grant receipt of \$3,781 for our S.A.F.E. (Student Awareness of Fire Education) program, and \$2,077 Senior S.A.F.E. program from the Massachusetts Department of Fire Services. These important S.A.F.E grant funds are used to conduct fire education programs for school aged children and to conduct fire education programs and purchase fire prevention items for members of our senior population.

On the morning of June 11, the department held its Firefighters Memorial Sunday service. The ceremony is meant to remember those active and retired members of the department who have dedicated their lives to serving the Southborough community and honoring those who have passed recently. This year, the department added the names of Firefighter Lisa Thompson, Firefighter Fred Mabardy, and Firefighter Steven Smith to the memorial plaque.

The Commission on Professional Credentialing (CPC) met on June 6 and voted unanimously to re-confer Fire Chief Achilles' Chief Fire Officer (CFO) designation. He is one of 1,882 Chief Fire Officers internationally. This designation recognizes demonstrated excellence in seven measured components: experience, education, professional development, professional contributions, association membership, community involvement, and technical competence.

A Polaris side-by-side, 4-seater Utility Terrain Vehicle (UTV) was delivered to the department in July. The Fire Rescue UTV will provide personnel and equipment transport, medical transport, wildland firefighting, and damage assessment capabilities to areas of the community with limited access. Additional deployment of the Fire Rescue UTV will be for town events, personnel transport, fire watches, and the safe transport of other town department employees to remote or hard to access properties.

On August 23, the department announced that the Southborough, Ashland, and Hopkinton Fire Departments were awarded and accepted an Assistance to Firefighters Grant (AFG) in the amount of \$1,014,138.00. The three departments collaborated on a regional application for the replacement of each department's Self-Contained Breathing Apparatus inventory, also known as air packs. The purpose of the AFG program is to protect the health and safety of the public and firefighters against fire and fire-related hazards.

The department saw numerous and significant changes within our ranks during 2023.

On March 10, Firefighter Brittaney Doane was officially sworn in as a Shift Lieutenant.

# FIRE DEPARTMENT

(continued)

Also in March, the department recognized Call Firefighter Marc Silverstein for his eight years of service to the community. Firefighter Silverstein joined the department in 2014 when he and his family moved to town. Prior to Southborough, Firefighter Silverstein served over 25 years as a volunteer firefighter in both Pennsylvania and Connecticut.

In May the department welcomed Probationary Firefighter / EMT Megean Mulcahy as a full-time member of the Southborough Fire Department. Prior to joining the department, Megean was a dispatcher at the Wachusett Regional Emergency Communications Center and a member of both the Rutland and Princeton Fire Departments.

EMT Christina Stapleton joined the department's Call Division also in May. Christina came to the department with extensive EMS experience and is also a full-time emergency dispatcher here in Southborough.

In July the department recognized Captain Neal Aspesi for his 32 years of dedicated service to our community; 23 of those years full-time and 9 years auxiliary and call service. Captain Aspesi accepted a leadership position with the Northborough Fire Department as their Deputy Fire Chief. His last tour of duty in Southborough was July 24.

In October the department added EMT Robert Braccio, a long-time resident of Southborough, to our Call Division.

In December the department welcomed Probationary Firefighter / Paramedic Tiffany Martinez as a full-time member of the Southborough Fire Department. Prior to joining the department, was a Paramedic with Patriot Ambulance in Marlborough.

As the year closed out, Firefighter / Paramedic Timothy Cole resigned from the department after eight years of service to take a position with the Bellingham, MA Fire Department.

Lastly, I tendered my resignation as Fire Chief and Emergency Management Director with the town on December 7 following the acceptance of an offer of employment for the position of Fire Protection Manager with Universal Destinations and Experiences in Orlando, Florida. My last day with the department will be February 7, 2024. My departure will also conclude a 38-year career in fire and emergency services; the last four and a half years here in Southborough. It has been an honor and a privilege to serve the department, its members, and the entire Southborough community.

Respectfully Submitted,  
Steven E. Achilles, Fire Chief



*Firefighters Wills, Shanahan, Parkinson, Franks, Durkin, Wilmot, Clements, Doane*

# **SOUTHBOROUGH EMERGENCY MANAGEMENT AGENCY & LOCAL EMERGENCY PLANNING COMMITTEE**

Steven E. Achilles – Fire Chief / Emergency Management Director  
Taylor L. West, BSN RN, Deputy Emergency Management Director

The Southborough Emergency Management Agency (SEMA), which includes the Local Emergency Planning Committee (LEPC), is the agency in Town tasked with identifying, preparing for, mitigating, and recovering from major hazards and disasters (natural, man-made, or technological). The mission of SEMA is to improve community safety, reduce injury, save lives, and enhance the community's ability to quickly return to normal functions following disasters and significant emergencies. Additionally, the LEPC is responsible for maintaining information on and developing emergency response plans for locally used/stored hazardous materials, and those that travel through town via road and rail.

SEMA is comprised of department heads and employees from each town department, town management officials, representatives from all town educational facilities, members of the local business community, and volunteers. Also involved are representatives from the Massachusetts Emergency Management Agency (MEMA) and utility companies. Members are charged with the responsibilities to review and validate various Town emergency preparedness, response & recovery plans, roles, and responsibilities of supporting large-scale incidents and operations of Town's Emergency Operations Center (EOC) through meetings, training, and exercises.

## **Be Informed, Be Ready, Be Safe**

SEMA strongly encourages all citizens and business employees in the Town of Southborough to sign up and connect with the following official communication methods. These are the SEMA and the Town's primary means for distributing emergency information during significant and large-scale emergency events. "Click on the links"

- CodeRED is the Town's emergency notification system, distributing information via cell/land telephone, text, TTY & email.
  - More information can be located on the CodeRed page on the Town's website.
- Facebook:
  - Southborough Emergency Management Agency
  - Southborough Fire Department
  - Southborough Police Department
- Twitter:
  - Town of Southborough: @17common
  - Southborough Emergency Management Agency: @SEMA01772

## **Citizen Emergency Response Team (CERT) and Medical Reserve Corps**

The Southborough Citizen Emergency Response Team (CERT) and Medical Reserve Corps (MRC) continues to be an invaluable group of committed volunteers, augmenting the needs of the Town's health and emergency response departments, and spearheading public preparedness initiatives. These members dedicate numerous volunteer hours which include meeting, training, and coordinating with the fire and police departments, SEMA, and the Board of Health and are prepared to assist at a moment's notice.

## **Highlights from 2023**

On Friday August 4 the Town was made aware that the Red Roof Inn received a total of 20 refugee families from the State. These refugees were mostly Haitian with one (1) family from Russia. Languages include Spanish, Portuguese, Creole, and Russian. Fire Chief and EMD Steven Achilles represented the town and worked with State reps Kate Donahue, Jamie Eldridge, and Members of the Selectboard to provide for immediate needs. Lisa Braccio, CERT Team Leader, was assigned as on-site coordinator. With little State assistance, the Town provided and maintained Shelter Support Operations through August 14. It is important to recognize and thank those Town officials and community partners, and especially our loyal residents, who helped to support the service delivery to these families since they arrived in Southborough. SEMA would also like to recognize Lisa Braccio and Carol Willoughby of the Town's CERT and MRC who administered and staffed the operations center on a daily basis, packaging and delivering meals and services to the families. Health Director Heather Alker and Youth and Family Service Director Sarah Cassell and their staff also provided valuable assistance in ensuring the health needs of the families were met, and that support services were made available as needed.

SEMA and the CERT/MRC continued to assist in the planning, logistics, medical, safety, and incident management of Southborough Summer Nights, Gobble Wobble 5k, and the New England Center for Children's (NECC) 5k, all of which returned to full pre-pandemic capacity.

# BOARD OF HEALTH

2023 was a year with numerous accomplishments and advances for the Health Department and Board of Health. We continued with infectious disease surveillance, immunizations, emergency preparedness, food and septic inspections work done in prior years as well as strengthened our resident communication, and resident outreach.

Our board consists of Chelsea Malinowski, Chair; Dr. Safdar Medina, Vice Chair and our newest member, Elizabeth Zulick, Clerk. We continued with our core staff of Dr. Heather Alker, Health Director; Taylor West RN BSN, Assistant Health Director/Public Health Nurse; Barbara Spiri, Business Administrator, and our sanitary inspector Dennis Costello.

Our regional public health excellence shared service grant, Greater Borough Partnership for Health (Northborough, Boylston, Southborough and Westborough), reached full staffing levels and strengthened public health in our region. In addition, our town has entered a Best Practices Program to further evaluate regional public health delivery in this region.

Our regional health agent and food and housing inspector, Michael Seager CP-FS, has kept Southborough on track for routine and complaint food inspections in schools, retail establishments and restaurants. Our regional epidemiologist and program coordinator Isabella Caruso MPH has worked to enhance public health surveillance and communications locally.

## 2023 Initiatives

- Expanded partnership with Fire Department and Southborough Emergency Management Agency (SEMA) on emergency preparedness with our public health nurse training for an Associate level Emergency Manager & taking an active role in an emergency operations center (EOC).
- Influenza vaccination clinics in Southborough, improving flu vaccine access for seniors, homebound residents, school staff, daycare staff and town employees with 300 doses administered.
- Continued working with our 4-town collaborative and participated in report back of Massachusetts DPH capacity assessment of local and regional public health services.
- Massachusetts best practices program grant to further look at models, efficiency and effective public health services in our town and surrounding towns.
- Collaborated with Youth and Family Services, Northborough Southborough Public Schools, and Northborough Health Department in our revitalized Northborough Southborough Substance Abuse Prevention Coalition now known as Encompass. Encompass received a Drug Free Community Grant in fall 2023 and hired a full-time coordinator.
- Narcan education and training for residents and employees. 490 doses of Narcan distributed.
- Continued work with Metrowest tobacco control district for tobacco inspections and underage compliance checks.
- Assisted with Emergency Shelter Operations in Southborough at the Red Roof Inn.
- Continued outreach to residents with the Southborough Health Department Facebook page and a quarterly electronic newsletter via Constant Contact.
- Worked with St Marks Church and residents to open the Southborough Community Fridge.
- Food Safety outreach during Wellness Week.
- Enhanced food inspections with FDA grant supporting town work in advancing Retail Food Safety. Reached 3 of 9 FDA Voluntary Retail Food Regulatory Program Standards in 2023.
- Implemented using risk-based food inspection direction for our restaurants, retailers, and school establishments.
- Continued tracking & investigating communicable diseases and providing support and education to residents based on disease type (highlights below).



# BOARD OF HEALTH

(continued)

## Communicable Disease Surveillance & Investigation

Reported Tick-borne disease illness investigations	Reported Food-borne illness investigations	Communicable Disease Case Investigation (tuberculosis, legionnaires, etc)	Communicable Disease tracking (Influenza, lyme, hepatitis, etc)	Reported COVID-19 Investigations
4	3	4	Lyme: 40 Influenza: 16 Hepatitis: 5 Chickenpox: 2	COVID-19: 170*  *+COVID tests at doctor's offices, hospitals and urgent cares only, NO home tests

**Immunizations:** The Southborough Health Department was able to target our at-risk populations, including vaccinating over 15 homebound residents for flu.

Regional Vaccine Clinics	Southborough Vaccine Clinics (in addition to regional services)	Flu doses administered
1	2	300

## Inspections

Tobacco and Compliance	Surface and Disposal System (SDS)	Title 5	Soil test	Camp Pool	Housing	Food	Nuisance (Odor, Noise)
22	16-Component Repair 7-New Construction 25-Repair/Replacement	96 Total 75-Pass 20-Conditional Pass 4-Failure	27	Camp: 8 Pool: 4	8	83 Food Permits 79	11

# TOWN CLERK

## **Births**

Of the 102 children born in Southborough in 2023, 56 were girls and 46 were boys, including 1 set of twins. Three children were born on April 11. The most common girls' names were Cooper (2) and Hannah (2). The most common boys' names were Owen (4), Cameron (2), Matthew (2), and Rohan (2).

## **Deaths**

54 Southborough residents passed away in 2023.

## **Marriages**

15 couples filed for marriage licenses in 2023.

## **Annual Town Meeting**

490 registered voters attended the Annual Town Meeting which was held at the Trottier Middle School on March 25, 2023. The meeting began at 1:00PM, was adjourned at 4:48PM, reconvened at 7:00PM and was dissolved at 12:27AM on March 26, 2023.

## **Elections**

1,065 voters cast their ballot in the May 9, 2023 Annual Town Election.

# TOWN CLERK

(continued)

## Town of Southborough Annual Town Election Official Results May 9, 2023

			PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
	Votes Cast		399	340	326	1,065
<b>TOWN CLERK</b>	3yrs	vote 1				
<b>JAMES F. HEGARTY - incumbent</b>			341	306	285	932
Others			1	-	1	2
Blanks			57	34	40	131
<b>TOTALS</b>			399	340	326	1,065
<b>ASSABET VALLEY REG VOC DIST</b>	1 yr	vote 1				
<b>MARK E. PIETREWICZ</b>			294	265	262	821
Others			2	-	-	2
Blanks			103	75	64	242
<b>TOTALS</b>			399	340	326	1,065
<b>BOARD OF ASSESSORS</b>	3yrs	vote 1				
<b>TAMMI A. RICE - incumbent</b>			291	268	265	824
Others			2	-	1	3
Blanks			106	72	60	238
<b>TOTALS</b>			399	340	326	1,065
<b>BD OF COMM OF TRUST FUNDS</b>	3yrs	vote 1				
<b>WILLIAM J. BOLAND - incumbent</b>			161	126	126	413
<b>SAM STIVERS</b>			191	195	173	559
Others			-	1	-	1
Blanks			47	18	27	92
<b>TOTALS</b>			399	340	326	1,065
<b>BOARD OF HEALTH</b>	3yrs	vote 1				
<b>ELIZABETH STANFORD ZULICK</b>			297	268	262	827
Others			2	-	-	2
Blanks			100	72	64	236
<b>TOTALS</b>			399	340	326	1,065

<b>BD OF TRUSTEES SOUTHBOROUGH LIBRARY</b>	3yrs	vote 2							
<b>JANE CECILIA DAVIS - incumbent</b>			290	261	246	797			
<b>AMY S. YAZDANI - incumbent</b>			270	271	251	792			
Others			-	-	1	1			
Blanks			238	148	154	540			
<b>TOTALS</b>			798	680	652	2,130			
<b>MODERATOR</b>	1yr	vote 1							
<b>PAUL M. CIMINO - incumbent</b>			309	267	262	838			
Others			1	4	1	6			
Blanks			89	69	63	221			
<b>TOTALS</b>			399	340	326	1,065			
<b>NB/SB REGIONAL SCHOOL</b>	3yrs	vote 2					Totals		
Northborough Candidate							S'boro	N'boro	Total
<b>CHRISTOPHER D. COVINO - incumbent</b>			255	237	220	712	712	930	1,642
<b>SEAN P. O'SHEA - incumbent</b>			246	239	231	716	716	922	1,638
Others			-	2	-	2	2	6	8
Blanks			297	202	201	700	700	576	1,276
<b>TOTALS</b>			798	680	652	2,130	2,130	2,434	4,564
<b>NB/SB REGIONAL SCHOOL</b>	3yrs	vote 2					Totals		
Southborough Candidate							S'boro	N'boro	Total
<b>PAUL H. DESMOND - incumbent</b>			288	248	229	765	765	854	1,619
<b>JOHN F. WYSOCKI - incumbent</b>			260	223	219	702	702	822	1,524
Others			1	-	-	1	1	5	6
Blanks			249	209	204	662	662	753	1,415
<b>TOTALS</b>			798	680	652	2,130	2,130	2,434	4,564
<b>PLANNING BOARD</b>	5yrs	vote 1							
<b>LISA M. BRACCIO</b>			257	204	207	668			
<b>MICHAEL WEISHAN</b>			116	124	100	340			
Others			-	-	-	-			
Blanks			26	12	19	57			
<b>TOTALS</b>			399	340	326	1,065			

# TOWN CLERK

(continued)

**Town of Southborough  
Annual Town Election  
Official Results  
May 9, 2023**

<b>BOARD OF SELECTMEN</b>	3yrs	vote 2				
<b>ALFRED C. HAMILTON</b>			<b>249</b>	<b>194</b>	<b>178</b>	<b>621</b>
<b>MARGUERITE H. LANDRY</b>			<b>256</b>	<b>233</b>	<b>188</b>	<b>677</b>
DAVID W. PARRY			69	64	58	191
BRETT E. PETERS			80	97	114	291
ALBENA PILLIPO			53	33	38	124
Others			2	-	1	3
Blanks			89	59	75	223
<b>TOTALS</b>			<b>798</b>	<b>680</b>	<b>652</b>	<b>2,130</b>
<b>SOUTHBOROUGH SCHOOL COMMITTEE</b>	3yrs	vote 2				
<b>ZHI LI</b>			<b>225</b>	<b>210</b>	<b>191</b>	<b>626</b>
<b>CHELSEA MALINOWSKI</b>			<b>220</b>	<b>191</b>	<b>180</b>	<b>591</b>
JOHANNA A. SHEYNER			197	170	155	522
Others			1	-	-	1
Blanks			155	109	126	390
<b>TOTALS</b>			<b>798</b>	<b>680</b>	<b>652</b>	<b>2,130</b>
<b>SOUTHBOROUGH SCHOOL COMMITTEE</b>	1 yr	vote 1				
<b>KAMALI A. O'MEALLY</b>			<b>306</b>	<b>265</b>	<b>257</b>	<b>828</b>
Others			2	1	1	4
Blanks			91	74	68	233
<b>TOTALS</b>			<b>399</b>	<b>340</b>	<b>326</b>	<b>1,065</b>
<b>Southborough</b>						
			<b>PRECINCT 1</b>	<b>PRECINCT 2</b>	<b>PRECINCT 3</b>	<b>TO TALS</b>
<b>Registered Voters *</b>			<b>2,461</b>	<b>2,464</b>	<b>2,567</b>	<b>7,492</b>
<b>Votes Cast Per Precinct</b>			<b>399</b>	<b>340</b>	<b>326</b>	<b>1,065</b>
<b>Voter Turnout %</b>			<b>16.2%</b>	<b>13.8%</b>	<b>12.7%</b>	<b>14.2%</b>
*As of May 1, 2023: Deadline to register						
Winners are indicated in Bold Italics						
A True Attest Copy:						
James F. Hegarty, Town Clerk						



# TOWN CLERK

## ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

The Annual Town Meeting was duly called on Saturday March 25, 2023, at 1:00 PM and held at the Trottier Middle School, 49 Parkerville Road, Southborough, MA. Town Moderator Paul M. Cimino called the meeting to order at 1:08 PM and announced that a quorum of more than 100 voters was present; 490 voters were registered during the afternoon session. Due to capacity issues in the auditorium, the Moderator allowed voters to sit in the cafeteria which had been equipped with audio and video so the voters could fully participate in the meeting. The Moderator designated Rogen Challen as a Deputy Moderator to oversee the voting in the cafeteria.

The following Articles were voted on in a legal manner.

**MOTION MADE:** To dispense with the reading of the Warrant for the meeting, the officer's return of service, and to waive the reading of the separate articles of the Warrant.

**MOTION PASSED UNANIMOUSLY.**

Reports:

Angela Varner presented a report from the Municipal Technology Committee.

### **Moderator's Consent List:**

**MOTION MADE:** That the following articles be combined for one vote and to pass them:

Articles 1, 2, 3, 10, 11, 16, 17, 18, 19, 20, 21, 22, 23, 24, 32.

(Articles 11, 23, 24 and 32 were held.)

**MOTION TO PASS CONSENT ARTICLES 1, 2, 3, 10, 16, 17, 18, 19, 20, 21, 22 PASSED.**

**ARTICLE 1:** To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

**ARTICLE 2:** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2023 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article allows the Town Treasurer to short-term borrow in anticipation of revenue.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

**ARTICLE 3:** To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal,

extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Board Recommendation:** Support (Unanimous)

**Summary:** This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

**ARTICLE 4:** To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW  
ENTITLED "THE SALARY ADMINISTRATION PLAN"  
[revised at March 25, 2023 Annual Town Meeting]

Effective July 1, 2023, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

“Minimum Rate” means the lowest rate in a Range, and is normally the hiring rate of a new employee.

“Non-exempt employee” means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

“On-Call Compensation” refers to additional money paid to an employee who is available to work when the need requires; oftentimes in an evening or weekend capacity.

“Part-Time Employment” means employment less than 20 hours per week.

“Position” means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

“Position Class” means the same as “Class” (note that a class may include only one position, in which event it is defined as a “single position class”).

“Probationary Employee” means a first-time Town employee within his/her first six months of employment.

“Promotion” means a change from one position to another position in a higher class and/or compensation grade.

“Range” means the difference between minimum and maximum rates of an assigned grade.

“Rate” means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

“Salary Administration Plan” means the Personnel Bylaw Entitled “The Salary Administration Plan.”

“Single Rate” means a rate for a specific position class that is not in a designated range

“Start Date” means the first day of employment with the Town.

## SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

## SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

## SECTION 6. COMPENSATION

- a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.
- b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.
- c. The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.
- d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.
- e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.
- f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of \$300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by \$45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

## SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

- a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

- b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.
- c. Probationary Employees
  - 1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.
  - 2. During the probationary period, paid leave accruals shall be based on the Start Date.

## SECTION 8. TRANSFERS AND PROMOTIONS

- a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.
- b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

## SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

- a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.
- b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will.
- c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience at a rate not exceeding the mid-point of the pay scale set forth in Schedule A of the Salary Administration Plan.
- d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

## SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

## SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

## a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before <u>or</u> after Christmas Day (as set by the Town annually)

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.



## b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(5) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

## c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; provided, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree	\$ 800.00
Bachelors Degree	\$1,200.00
Masters Degree	\$1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

- a. A leave of absence without compensation may be granted by the Personnel Board.
- b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

- a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.
- b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

- a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.
- b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

- a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.
- b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

- a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.
- b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern.
- c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.
- d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

## ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

### SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

### SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

### SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

### SECTION 20: CLASSIFICATION SCHEDULE SCHEDULE A: GRADED POSITIONS

# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Police Dispatcher	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician**	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Police Dispatcher	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician**	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6

\*when not under contract

\*\*effective March 26, 2023

## SCHEDULE A

GRADE	MINIMUM	MID POINT	MAXIMUM
A-1	\$15.00	\$17.40	\$19.79
A-2	\$18.75	\$21.76	\$24.76
A-3	\$22.50	\$26.11	\$29.71
A-4	\$25.88	\$30.02	\$34.15
A-5	\$28.47	\$33.02	\$37.56
A-6	\$31.32	\$36.32	\$41.32
A-7	\$39.15	\$45.40	\$51.64
A-8	\$46.98	\$54.50	\$62.01
A-9	\$51.68	\$59.94	\$68.20

Municipalities are subject to the federal minimum wage law, not the state law.



# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

## SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent.....	\$8,000
Clerk, Board of Registrars.....	\$1,638.33
Emergency Management Coordinator.....	\$2,000
Energy Management Stipend.....	\$6,000
Registrar of Voters.....	\$205.66
Tree Warden.....	\$4,000
Veterans' Agent and Director of Veterans' Services.....	\$15,000

## SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
<b>Grade 1</b>
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
<b>Grade 2</b>
Camp Assistant Supervisor
<b>Grade 3</b>
Camp Supervisor
Assistant Coach
Head Coach
<b>Grade 4</b>
Program Instructor

### Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
<b>1</b>	<b>\$ 15.00</b>	<b>\$ 31,200.00</b>	<b>\$ 16.00</b>	<b>\$ 33,280.00</b>	<b>\$ 17.00</b>	<b>\$ 35,360.00</b>
<b>2</b>	<b>\$ 19.00</b>	<b>\$ 39,520.00</b>	<b>\$ 20.00</b>	<b>\$ 41,600.00</b>	<b>\$ 21.00</b>	<b>\$ 43,680.00</b>
<b>3</b>	<b>\$ 23.00</b>	<b>\$ 47,840.00</b>	<b>\$ 24.00</b>	<b>\$ 49,920.00</b>	<b>\$ 25.00</b>	<b>\$ 52,000.00</b>
<b>4</b>	<b>\$ 30.00</b>	<b>\$ 62,400.00</b>	<b>\$ 31.00</b>	<b>\$ 64,480.00</b>	<b>\$ 32.00</b>	<b>\$ 66,560.00</b>

## SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

\*Increases in salary for long term employees will be considered case by case by Personnel Board.

## SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years.....	\$400
After 10 years.....	\$600
After 15 years.....	\$700
After 20 years.....	\$850
After 25 years.....	\$1,000
After 30 years.....	\$1,200
After 40 years.....	\$1,500

, or do or act anything in relation thereto.

# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

Proposed by: PERSONNEL BOARD

Select Board Recommendation: Support (Unanimous)

Advisory Committee Recommendation: Support (Unanimous)

Summary: The Personnel By-Law governs policies and pay structures for non-union employees.

MOTION MADE: I move the article as printed in the warrant.

MOTION PASSED.

ARTICLE 5: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2024, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES.

100-199 GENERAL GOVERNMENT							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>114 MODERATOR</b>							
51000-51990 Personal Services		50	50	50		50	50
52000-58990 Other Charges and Expenses		0	50	50		50	50
MODERATOR TOTAL		50	100	100	0.00%	100	100
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>121 ELECTED SELECT BOARD</b>							
51000-51990 Personal Services		3,200	4,000	4,000		4,000	4,000
ELECTED SELECT BOARD TOTAL		3,200	4,000	4,000	0.00%	4,000	4,000
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>122 SELECT BOARD</b>							
51000-51990 Personal Services		392,668	408,360	424,565		424,565	424,565
52000-58990 Other Charges and Expenses		42,162	50,947	57,698		57,698	57,698
SELECT BOARD TOTAL		434,830	459,307	482,263	5.00%	482,263	482,263
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>131 ADVISORY COMMITTEE</b>							
52000-58990 Other Charges and Expenses		4,075	3,500	5,250		5,250	5,250
ADVISORY COMMITTEE TOTAL		4,075	3,500	5,250	50.00%	5,250	5,250
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>132 RESERVE FUND</b>							
52000-58990 Other Charges and Expenses		93,981	180,000	180,000		180,000	180,000
RESERVE FUND TOTAL		93,981	180,000	180,000	0.00%	180,000	180,000
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>135 TOWN ACCOUNTANT</b>							
51000-51990 Personal Services		157,985	162,354	168,649		168,649	168,649
52000-58990 Other Charges and Expenses		2,429	2,915	3,515		3,515	3,515
TOWN ACCOUNTANT TOTAL		160,414	165,269	172,164	4.17%	172,164	172,164
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>136 AUDIT</b>							
52000-58990 Other Charges and Expenses		37,500	27,000	46,000		46,000	46,000
AUDIT TOTAL		37,500	27,000	46,000	70.37%	46,000	46,000
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>140 ELECTED BOARD OF ASSESSORS</b>							
51000-51990 Personal Services		2,250	2,250	2,250		2,250	2,250
ELECTED BOARD OF ASSESSORS TOTAL		2,250	2,250	2,250	0.00%	2,250	2,250

# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>141 ASSESSORS</b>							
51000-51990 Personal Services		187,282	197,721	205,166		205,166	205,166
52000-58990 Other Charges and Expenses		54,901	51,475	54,695		54,695	54,695
ASSESSORS TOTAL		242,183	249,196	259,861	4.28%	259,861	259,861
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>145 TREASURER/COLLECTOR</b>							
51000-51990 Personal Services		226,366	232,703	247,604		247,604	247,604
52000-58990 Other Charges and Expenses		9,205	9,520	11,930		11,930	11,930
TREASURER/COLLECTOR TOTAL		235,571	242,223	259,534	7.15%	259,534	259,534
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>151 LEGAL</b>							
52000-58990 Other Charges and Expenses		129,445	140,000	135,000		135,000	135,000
LEGAL TOTAL		129,445	140,000	135,000	-3.57%	135,000	135,000
<i>Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)</i>							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>152 PERSONNEL BOARD</b>							
51000-51990 Personal Services		2,548	5,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses		10,000	12,350	9,875		9,875	9,875
PERSONNEL BOARD TOTAL		12,548	17,350	14,875	-14.27%	14,875	14,875
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>153 SPECIAL LEGAL COUNSEL</b>							
52000-58990 Other Charges and Expenses		0	0	0		0	0
SPECIAL LEGAL COUNSEL TOTAL		0	0	0	0.00%	0	0
<i>Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)</i>							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>154 MUNICIPAL TECHNOLOGY COMMITTEE</b>							
52000-58990 Other Charges and Expenses		384	1,500	1,500		1,500	1,500
MUNI. TECHNOLOGY COMMITTEE TOTAL		384	1,500	1,500	0.00%	1,500	1,500
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>155 TECHNOLOGY</b>							
51000-51990 Personal Services		111,502	187,884	189,181		189,181	189,181
52000-58990 Other Charges and Expenses		276,682	317,246	379,828		379,828	379,828
MANAGEMENT INFORMATION SYSTEMS TOTAL		388,183	505,130	569,009	12.65%	569,009	569,009
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>159 OTHER OPERATION SUPPORT</b>							
52000-58990 Other Charges and Expenses		419,955	452,182	541,531		541,531	541,531
OTHER OPERATION SUPPORT TOTAL		419,955	452,182	541,531	19.76%	541,531	541,531

# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>141 ASSESSORS</b>							
51000-51990 Personal Services		187,282	197,721	205,166		205,166	205,166
52000-58990 Other Charges and Expenses		54,901	51,475	54,695		54,695	54,695
ASSESSORS TOTAL		242,183	249,196	259,861	4.28%	259,861	259,861
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>145 TREASURER/COLLECTOR</b>							
51000-51990 Personal Services		226,366	232,703	247,604		247,604	247,604
52000-58990 Other Charges and Expenses		9,205	9,520	11,930		11,930	11,930
TREASURER/COLLECTOR TOTAL		235,571	242,223	259,534	7.15%	259,534	259,534
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>151 LEGAL</b>							
52000-58990 Other Charges and Expenses		129,445	140,000	135,000		135,000	135,000
LEGAL TOTAL		129,445	140,000	135,000	-3.57%	135,000	135,000
<i>Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)</i>							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>152 PERSONNEL BOARD</b>							
51000-51990 Personal Services		2,548	5,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses		10,000	12,350	9,875		9,875	9,875
PERSONNEL BOARD TOTAL		12,548	17,350	14,875	-14.27%	14,875	14,875
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>153 SPECIAL LEGAL COUNSEL</b>							
52000-58990 Other Charges and Expenses		0	0	0		0	0
SPECIAL LEGAL COUNSEL TOTAL		0	0	0	0.00%	0	0
<i>Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)</i>							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>154 MUNICIPAL TECHNOLOGY COMMITTEE</b>							
52000-58990 Other Charges and Expenses		384	1,500	1,500		1,500	1,500
MUNI. TECHNOLOGY COMMITTEE TOTAL		384	1,500	1,500	0.00%	1,500	1,500
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>155 TECHNOLOGY</b>							
51000-51990 Personal Services		111,502	187,884	189,181		189,181	189,181
52000-58990 Other Charges and Expenses		276,682	317,246	379,828		379,828	379,828
MANAGEMENT INFORMATION SYSTEMS TOTAL		388,183	505,130	569,009	12.65%	569,009	569,009
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>159 OTHER OPERATION SUPPORT</b>							
52000-58990 Other Charges and Expenses		419,955	452,182	541,531		541,531	541,531
OTHER OPERATION SUPPORT TOTAL		419,955	452,182	541,531	19.76%	541,531	541,531

# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE</b>							
51000-51990 Personal Services		379,690	389,369	412,873		412,873	412,873
52000-58990 Other Charges and Expenses		203,743	211,840	247,235		247,235	247,235
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL		583,433	601,209	660,108	9.80%	660,108	660,108
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>193 PUBLIC ACCESSIBILITY COMMITTEE</b>							
51000-51990 Personal Services		0	0	0		0	0
52000-58990 Other Charges and Expenses		1,000	2,500	2,500		2,500	2,500
PUBLIC ACCESSIBILITY COMMITTEE		1,000	2,500	2,500	0.00%	2,500	2,500
<b>200-299 PUBLIC SAFETY</b>							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>210 POLICE DEPARTMENT</b>							
51000-51990 Personal Services		2,333,966	2,449,770	2,655,397		2,655,397	2,655,397
52000-58990 Other Charges and Expenses		151,465	148,541	162,740		162,740	162,740
POLICE DEPARTMENT TOTAL		2,485,431	2,598,311	2,818,137	8.46%	2,818,137	2,818,137
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>220 FIRE DEPARTMENT</b>							
51000-51990 Personal Services		2,130,703	2,150,445	2,243,435		2,243,435	2,243,435
52000-58990 Other Charges and Expenses		265,976	273,459	295,305		295,305	295,305
FIRE DEPARTMENT TOTAL		2,396,679	2,423,904	2,538,740	4.74%	2,538,740	2,538,740
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>241 BUILDING DEPARTMENT</b>							
51000-51990 Personal Services		153,542	157,759	164,873		164,873	164,873
52000-58990 Other Charges and Expenses		9,374	12,500	14,200		14,200	14,200
BUILDING DEPARTMENT TOTAL		162,916	170,259	179,073	5.18%	179,073	179,073
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>291 CIVIL DEFENSE</b>							
51000-51990 Personal Services		2,926	4,000	7,000		7,000	7,000
52000-58990 Other Charges and Expenses		6,902	7,225	7,560		7,560	7,560
CIVIL DEFENSE TOTAL		9,828	11,225	14,560	29.71%	14,560	14,560
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR</b>							
52000-58990 Other Charges and Expenses		27,598	29,052	30,359		30,359	30,359
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL		27,598	29,052	30,359	4.50%	30,359	30,359



# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>400, 420 DEPT. OF PUBLIC WORKS</b>							
(Highway, Cemetery, Tree)							
51000-51990 Personal Services		971,328	1,048,206	1,088,241		1,088,241	1,088,241
52000-58990 Other Charges and Expenses		1,487,760	1,514,550	1,617,950		1,617,950	1,617,950
DEPT. OF PUBLIC WORKS TOTAL		2,459,088	2,562,756	2,706,191	5.60%	2,706,191	2,706,191
<b>500-599 HUMAN SERVICES</b>							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>510 ELECTED BOARD OF HEALTH</b>							
51000-51990 Personal Services		0	450	450		450	450
ELECTED BOARD OF HEALTH TOTAL		0	450	450	0.00%	450	450
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>512 BOARD OF HEALTH</b>							
51000-51990 Personal Services		188,628	190,028	204,600		204,600	204,600
52000-58990 Other Charges and Expenses		69,809	70,624	70,624		70,624	70,624
BOARD OF HEALTH TOTAL		258,437	260,652	275,224	5.59%	275,224	275,224
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>541 COUNCIL ON AGING</b>							
51000-51990 Personal Services		277,416	294,950	323,836		323,836	323,836
52000-58990 Other Charges and Expenses		59,719	60,475	64,655		64,655	64,655
COUNCIL ON AGING TOTAL		337,134	355,425	388,491	9.30%	388,491	388,491
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>542 YOUTH COMMISSION</b>							
51000-51990 Personal Services		237,456	244,063	259,890		259,890	259,890
52000-58990 Other Charges and Expenses		11,196	18,000	23,596		23,596	23,596
YOUTH COMMISSION TOTAL		248,652	262,063	283,486	8.17%	283,486	283,486
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>543 VETERANS' SERVICES</b>							
51000-51990 Personal Services		15,000	15,000	15,000		15,000	15,000
52000-58990 Other Charges and Expenses		9,521	20,735	20,600		20,600	20,600
VETERANS' SERVICES TOTAL		24,521	35,735	35,600	-0.38%	35,600	35,600
<b>600-699 CULTURE &amp; RECREATION</b>							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>610 LIBRARY</b>							
51000-51990 Personal Services		413,781	445,043	477,540		477,540	477,540
52000-58990 Other Charges and Expenses		137,119	142,645	146,907		146,907	146,907
LIBRARY TOTAL		550,899	587,688	624,447	6.25%	624,447	624,447

# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>400, 420 DEPT. OF PUBLIC WORKS</b>							
(Highway, Cemetery, Tree)							
51000-51990 Personal Services		971,328	1,048,206	1,088,241		1,088,241	1,088,241
52000-58990 Other Charges and Expenses		1,487,760	1,514,550	1,617,950		1,617,950	1,617,950
DEPT. OF PUBLIC WORKS TOTAL		2,459,088	2,562,756	2,706,191	5.60%	2,706,191	2,706,191
<b>500-599 HUMAN SERVICES</b>							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>510 ELECTED BOARD OF HEALTH</b>							
51000-51990 Personal Services		0	450	450		450	450
ELECTED BOARD OF HEALTH TOTAL		0	450	450	0.00%	450	450
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>512 BOARD OF HEALTH</b>							
51000-51990 Personal Services		188,628	190,028	204,600		204,600	204,600
52000-58990 Other Charges and Expenses		69,809	70,624	70,624		70,624	70,624
BOARD OF HEALTH TOTAL		258,437	260,652	275,224	5.59%	275,224	275,224
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>541 COUNCIL ON AGING</b>							
51000-51990 Personal Services		277,416	294,950	323,836		323,836	323,836
52000-58990 Other Charges and Expenses		59,719	60,475	64,655		64,655	64,655
COUNCIL ON AGING TOTAL		337,134	355,425	388,491	9.30%	388,491	388,491
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>542 YOUTH COMMISSION</b>							
51000-51990 Personal Services		237,456	244,063	259,890		259,890	259,890
52000-58990 Other Charges and Expenses		11,196	18,000	23,596		23,596	23,596
YOUTH COMMISSION TOTAL		248,652	262,063	283,486	8.17%	283,486	283,486
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>543 VETERANS' SERVICES</b>							
51000-51990 Personal Services		15,000	15,000	15,000		15,000	15,000
52000-58990 Other Charges and Expenses		9,521	20,735	20,600		20,600	20,600
VETERANS' SERVICES TOTAL		24,521	35,735	35,600	-0.38%	35,600	35,600
<b>600-699 CULTURE &amp; RECREATION</b>							
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>610 LIBRARY</b>							
51000-51990 Personal Services		413,781	445,043	477,540		477,540	477,540
52000-58990 Other Charges and Expenses		137,119	142,645	146,907		146,907	146,907
LIBRARY TOTAL		550,899	587,688	624,447	6.25%	624,447	624,447

# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

	FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME	ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>945 LIABILITY INSURANCE</b>						
52000-58990 Other Charges and Expenses	303,794	334,734	384,426		384,426	384,426
LIABILITY INSURANCE TOTAL	303,794	334,734	384,426	14.85%	384,426	384,426
<b>300-399 EDUCATION</b>						
	FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME	ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>300 ELECTED SCHOOL COMMITTEE</b>						
51000-51990 Personal Services	100	500	500		500	500
ELECTED SCHOOL COMMITTEE TOTAL	100	500	500	0.00%	500	500
	FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME	ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>301 SOUTHBOROUGH SCHOOLS</b>						
<b>REGULAR DAY PROGRAMS</b>						
Administration	719,453	638,555	647,536		647,536	647,536
Instruction	11,987,962	12,223,764	12,096,032		12,096,032	12,096,032
Other Student Services	868,543	884,217	902,088		902,088	902,088
Operation and Maintenance Buildings	1,692,794	1,904,485	1,869,135		1,869,135	1,869,135
Fixed Charges	2,150	300	300		300	300
Contractual Obligation	0	0	796,772		796,772	796,772
REGULAR DAY PROGRAMS TOTAL	15,270,902	15,651,321	16,311,863		16,311,863	16,311,863
<b>SPECIAL EDUCATION PROGRAMS</b>						
Administration	18,500	19,000	22,700		22,700	22,700
Instruction	5,028,610	5,556,661	5,511,233		5,511,233	5,511,233
Other Student Services	506,000	508,223	661,313		661,313	661,313
Operation and Maintenance Buildings	4,000	4,000	4,000		4,000	4,000
Fixed Charges	0	2,775	2,775		2,775	2,775
Programs, Other Systems in Massachusetts	818,362	467,630	375,646		375,646	375,646
Programs, Member of Collaborative	88,060	73,833	174,888		174,888	174,888
SPECIAL EDUCATION TOTAL	6,463,532	6,632,122	6,752,555		6,752,555	6,752,555
<b>GRAND TOTAL OPERATING ACTUAL</b>	<b>21,734,434</b>	<b>22,283,443</b>	<b>23,064,418</b>	<b>3.50%</b>	<b>23,064,418</b>	<b>23,064,418</b>

# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>302 ALGONQUIN REGIONAL HIGH SCHOOL</b>							
<b>REGULAR DAY PROGRAMS</b>							
Administration		788,415	712,689	717,195		717,195	717,195
Instruction		11,871,456	12,174,498	12,117,922		12,117,922	12,117,922
Other Student Services		2,034,337	2,187,175	2,218,446		2,218,446	2,218,446
Operation and Maintenance Buildings		1,814,368	1,988,471	2,161,116		2,161,116	2,161,116
Fixed Charges		4,274,119	4,367,478	4,825,018		4,825,018	4,825,018
New Equipment		0	0	0		0	0
Tuition, Other Public Schools		240,000	200,000	200,000		200,000	200,000
Contractual Obligation		0	0	574,602		574,602	574,602
REGULAR DAY PROGRAMS TOTAL		21,022,695	21,630,311	22,814,299		22,814,299	22,814,299
<b>SPECIAL EDUCATION PROGRAMS</b>							
Administration		18,600	19,000	15,000		15,000	15,000
Instruction		2,852,854	2,968,858	3,017,142		3,017,142	3,017,142
Other Student Services		260,280	334,767	483,508		483,508	483,508
Operation and Maintenance Buildings		2,000	2,100	2,100		2,100	2,100
Fixed Charges		1,595	1,595	1,595		1,595	1,595
Programs, Other Systems in Massachusetts		813,679	485,237	41,470		41,470	41,470
Programs, Member of Collaborative		5,000	285,213	215,232		215,232	215,232
SPECIAL EDUCATION TOTAL		3,954,008	4,096,770	3,776,047		3,776,047	3,776,047
GRAND TOTAL OPERATING ACTUAL		24,976,703	25,727,081	26,590,346	3.36%	26,590,346	26,590,346

		NON EXEMPT	EXEMPT	TOTAL	Percent		
					Inc./Decr.		
FY 2024 SOUTHBOROUGH ASSESSMENT		8,508,457	393,796	8,902,253	3.98%		
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL</b>							
Southborough Operating Assessment		400,969	386,629	403,066		403,066	403,066
Renovation Project - Capital Assessment		35,381	34,369	33,357		33,357	33,357
SOUTHBOROUGH ASSESSMENT		436,350	420,998	436,423	3.66%	436,423	436,423
		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL</b>							
Tuition/Transportation Assessment		37,960	44,875	44,875		44,875	44,875
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL		37,960	44,875	44,875	0.00%	44,875	44,875

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** The article includes recommendations from both the Select Board and the Advisory Committee for the FY24 budget. Funding recommendations are noted in the individual recommendation columns for each department.

**MOTION MADE:** I move that the Town vote to raise and appropriate and transfer, the sum of \$58,259,942 as may be necessary to fund the Town's operating budget, as follows:

Transfer from the Cemetery Perpetual care \$ 25,000.00

Transfer from Free Cash \$ 1,602,386.00

Transfer from Overlay Reserve \$ 275,000.00

Transfer from Ambulance Fund, Receipts Reserved \$ 290,000.00

Transfer from Septic Betterment Fund \$ 30,097.00

Transfer from Water Enterprise Fund \$ 249,770.00

# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

And that the Balance of \$55,787,689 be raised and appropriated.

The Moderator read each budget number and asked the hall to identify any budget that should be held.

These budgets were held: 151 Legal, 153 Special Counsel, 159 Other Operations Support, 210 Police Department, 220 Fire Department, 400-420 Department of Public Works.

**MOTION:** To pass all non-held budgets passed.

**MOTION:** To pass budgets 151 Legal and 153 Special Counsel passed.

**MOTION:** To pass budget 159 Other Operations Support passed.

**MOTION:** To pass budget 210 Police Department passed.

**MOTION:** To pass budget 220 Fire Department passed.

**AMENDMENT MADE:** To increase the DPW budget by \$24,000 to allow for the purchase and installation of 3 radar driver feedback signs on Parkerville Rd. north.

**AMENDMENT FAILED.**

**MOTION TO PASS BUDGET 400-420 Department of Public Works passed.**

**ARTICLE 6:** To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2024, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

BUDGET NAME	FY 2022	FY 2023	FY2024	PERCENT
WATER - PUBLIC WORKS	ACTUAL	BUDGET	REQUEST	(+) or (-)
51000-51990 Total Personal Services	319,953	387,136	399,116	
52000-58990 Other Charge & Expense	1,705,388	1,425,664	1,660,150	
59100 Principal Long Term Debt Water	344,408	345,000	342,000	
59150 Interest Long Term Debt Water	111,526	97,890	82,515	
59250 Interest on Notes	0	10,027	35,819	
59510 Indirect Costs	204,695	216,133	249,770	
<b>CAPITAL EQUIPMENT - LEASE</b>				
DPW Diesel Year 2 OF 7	10,622	10,622	10,622	
DPW Hook Truck Year 2 OF 7	9,103	9,264	9,105	
<b>CAPITAL EQUIPMENT</b>				
Mini Excavator- Water Portion	0	20,000		
Pickup Truck- Water Portion			15,000	
<b>TOTAL WATER FUND</b>	<b>2,705,695</b>	<b>2,521,736</b>	<b>2,804,097</b>	<b>11.20%</b>

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.

**MOTION MADE:** I move that the Town vote to raise and appropriate and transfer, the sum of \$2,804,097 as may be necessary to fund the Water Enterprise Fund budget, as follows:

Transfer from Water Retained Earnings \$ 250,000.00, and that the Balance of \$2,554,097 be raised by water rates.

**MOTION PASSED.**

**ARTICLE 7:** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Receipts Reserved Ambulance/Other
A.	Road Maintenance	\$400,000	\$400,000	
B.	Sidewalk Maintenance	\$ 50,000	\$ 50,000	
C.	Library – Security Cameras	\$ 15,000	\$ 15,000	
D.	Police Cruisers	\$148,000	\$148,000	
E.	Fire – Durable Medical Equipment	\$ 20,000		\$ 20,000
F.	Fire – Ambulance Power Stretcher (Ambulance 1)	\$ 55,000		\$ 55,000
G.	Fire – PPE	\$ 20,000		\$ 20,000



, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:**

A. *These funds are for public roadway and related maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth. Prior to committing any FY24 Road Maintenance Funds, a formal plan for the anticipated use of these funds shall be presented to the Capital Planning Committee in a posted public meeting. The Capital Planning Committee should then send any final recommendations or comments related to the Select Board for their final vote and appropriation.*

B. *These funds are exclusively for the repair and maintenance of existing sidewalks in Town.*

C. *Funding for this project is being requested because the Library has expressed concern about the ability to monitor who is entering and exiting the Library building. The installation of security cameras would allow for the video-only recording of who is coming and going to and from the Library, should such information ever be needed for some type of investigation.*

D. *This funds the planned replacement of two front-line cruisers with two hybrid utility vehicles. This is a scheduled rotation that would move the older cruisers with higher mileage out of the active rotation of front-line cars to detail vehicles. The new hybrid vehicles would replace 2 front line cruisers, a 2018 Ford Explorer with approx. 90,000 miles and a 2017 Ford Explorer with approx. 100,000 miles.*

E. *This project is the required replacement of durable medical equipment and devices carried on department ambulances and fire apparatus. Durable medical equipment is considered items used in the treatment and transport of patients that is used repeatedly.*

F. *This project is the scheduled replacement of one (1) of two (2) ambulance cots (stretchers) that were originally funded through a grant. The project will look to purchase one (1) Stryker battery-powered hydraulic cot and required equipment.*

G. *This project is the on-going, scheduled replacement and upgrade of our structural firefighting ensemble inventory in accordance with required National Fire Protection Association (NFPA) Standards. Structural fire fighters' protective clothing (PPE) is designed to protect members from the thermal environments experienced during firefighting as well as from chemicals, bloodborne exposure and incidents that cause soft tissue injuries.*

**MOTION MADE:** I move Article 7 as printed in the warrant to fund:

- Road Maintenance at a levy of \$400,000
- Sidewalk Maintenance at a levy of \$50,000
- Library Security Cameras at a levy of \$15,000
- 2 Police Cruisers at a levy of \$148,000
- Durable Medical Equipment \$20,000 funded from the Ambulance Fund
- Ambulance Power Stretcher \$55,000 funded from the Ambulance Fund
- Fire PPE for \$20,000, out of the Ambulance Fund

**MOTION PASSED UNANIMOUSLY**

**ARTICLE 8:** To see if the Town will vote to appropriate \$488,000, to be expended with the approval of the Select Board, to pay costs of purchasing radios for the use of the Police and Fire Departments, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This project will fund the purchase of twenty-eight (28) for the Fire Department and twenty-four (24) units for the Police Department. All Band portable radio with related equipment. All radios will be programmed with the Massachusetts Tactical Channel Plan (MTCP). Initial and future programming, annual maintenance and testing, and repair will be the responsibility of the departments. By proceeding as a bulk purchase this will allow the Town to realize a 5% discount on the total cost.

**MOTION MADE:** That the Town appropriate \$488,000, to be expended with the approval of the Select Board, to pay costs of purchasing radios for the use of the Police and Fire Departments, including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds and notes of the Town therefor.

**MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.**

**ARTICLE 9:** To see if the Town will vote to appropriate \$2,200,000, to be expended with the approval of the Select Board, to pay costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

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**Summary:** The Town has entered into an Administrative Consent Order (ACO) with the Department of Environmental Protection (DEP) for the removal of an area filled with solid waste located on Breakneck Hill Conservation Land. This ‘farm dump’ was deposited by the previous owner prior to the town’s ownership of the property. Historical testing has demonstrated that the area has not posed a public health risk, but current Solid Waste Regulations require the removal of said material for continued protection of human and ecological health and safety. The Town is legally obligated under the ACO to conduct site assessment and cleanup activities within this portion of the site.

**MOTION MADE:** I move that the Town appropriates \$2,200,000, to be spent with the approval of the Select Board, to pay costs of remediating pollution at the Breakneck Hill dumpsite, as required by an Administrative Consent Order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto, to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount pursuant to G.L. c. 44, §8(20) or any other enabling authority, and to issue bonds and notes of the Town therefor.

**MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.**

**ARTICLE 10:** To see if the Town will vote to appropriate a sum of money for the payments of the capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY24 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY24 Capital Budget - Ambulance Fund	\$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY24 Capital Budget - General Fund	\$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY24 Capital Budget - General Fund	\$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY24 Capital Budget - Ambulance Fund	\$8,422

, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the third year of the lease payments. With the exception of the Fire Ambulance (5-year lease), all of the leases are for 7 years.

**MOTION PASSED AS PART OF THE MODERATOR’S CONSENT LIST.**

**ARTICLE 11:** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$25,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.

**MOTION MADE:** I move that the Town vote to raise and appropriate the sum of \$25,000 for the purpose of hiring consultants, engineers, water quality specialists and/or environmental consultants by various Town departments.

**MOTION PASSED.**

**ARTICLE 12:** To see if the Town will vote to authorize the Select Board to enter into the two following transactions, with each such transaction to be considered separately:

1. To convey a portion of land that is a portion of St. Mark’s Street, as shown on plans on file with the Town Clerk, and to authorize the Select Board to enter into agreements for the conveyance of such land, on such terms as the Select Board shall determine;
2. To acquire and accept a parcel of land from The Trustees and St. Mark’s School of Southborough, Inc., said transactions to facilitate the reorientation of St. Mark’s Street as well as the development of a park, as shown on plans on file with the Town Clerk, and to authorize the Select Board to enter into agreements for the acquisition of such land, on such terms as the Select Board shall determine;

And further to see if the Town will vote to discontinue the above-described portion of St Mark’s Street as a public way, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article will authorize the Select Board to dispose of town-owned land along with the acquisition of land owned by St. Mark’s School which will result in the Town owning a larger parcel that is contiguous with the parcel the Town Library is located on.

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The Moderator divided the question into three motions:

**MOTION 12-1:** I move that the Town convey a portion of land that is a portion of St. Mark's Street, as shown on plans on file with the Town Clerk, and to authorize the Select Board to enter into agreements for the conveyance of such land, on such terms as the Select Board shall determine;

**MOTION MADE TO MOVE THE QUESTION PASSED.**

**MOTION 12-1 PASSED BY MODERATOR DECLARED 2/3 MAJORITY.**

**MOTION 12-2:** I move that the Town acquire and accept a parcel of land from The Trustees and St. Mark's School of Southborough, Inc., said transactions to facilitate the reorientation of St. Mark's Street as well as the development of a park, as shown on plans on file with the Town Clerk, and to authorize the Select Board to enter into agreements for the acquisition of such land, on such terms as the Select Board shall determine;

**MOTION MADE TO MOVE THE QUESTION PASSED.**

**MOTION 12-2 PASSED BY MODERATOR DECLARED 2/3 MAJORITY.**

**MOTION 12-3:** I move that the Town vote to discontinue the above-described portion of St Mark's Street as a public way.

**AMENDMENT MADE:** To strike "And further to see if the Town will vote to discontinue the above-described portion of St Mark's Street as a public way."

**MOTION TO MOVE THE QUESTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.**

**AMENDMENT FAILED.**

**MOTION TO MOVE THE QUESTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.**

**MOTION 12-3 PASSED BY MODERATOR DECLARED 2/3 MAJORITY.**

**ARTICLE 13:** To see if the Town will vote to raise and appropriate or transfer from available funds an amount not to exceed \$250,000 for funding of the St. Mark's Street park, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article will approve the funding of the pocket park planned for the land being swapped for in Article 12 and caps the expenditure for the park at \$250,000 to be funded out of Free Cash from the year ended June 30, 2022.

**MOTION MADE:** I move that the Town vote to transfer from Free Cash the amount of \$250,000 for funding of the St. Mark's Street Park.

**MOTION PASSED.**

**ARTICLE 14:** To see if the Town will vote to appropriate \$246,418.51 from the CPA Fund FY2023 Budgeted Reserve for the Southborough portion of the rehabilitation of the Algonquin High School Tennis Courts. To be included are 7 tennis courts, 3 pickleball courts, and 1 basketball court for recreation purposes as requested by the Northborough-Southborough Regional School District. This consists of \$220,016.53 in project costs and an additional \$26,401.98 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Funding is contingent on Northborough funding their portion of the project, project start no later than June of 2025, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough CPC. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Town Treasurer/Collector; or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** Under the direction of Gregory Martineau, Superintendent of Schools and Keith Lavoie, Assistant Superintendent of Operations of the Northborough Southborough Regional School District, said funds will be used for the rehabilitation of the existing 9 tennis courts located at Algonquin High School. The project will create 3 pickleball courts, 1 basketball court and 7 tennis courts. This Funding is Southborough's share of the joint Northborough-Southborough project per the Regional Agreement. Construction anticipated to begin in June 2023.

**MOTION MADE:** To see if the Town will vote to appropriate \$246,418.51 from the CPA Fund FY2023 Budgeted Reserve for the Southborough portion of the rehabilitation of the Algonquin High School Tennis Courts. To be included are 7 tennis courts, 3 pickleball courts, and 1 basketball court for recreation purposes as requested by the Northborough-Southborough Regional School District. This consists of \$220,016.53 in project costs and an additional \$26,401.98 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Funding is contingent on Northborough funding their portion of the project, and project start no later than June of 2025, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer/Collector; or do or act anything in relation thereto.

**MOTION PASSED.**

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**ARTICLE 15:** To see if the Town will vote to approve the \$7,960,393 indebtedness authorized by the Regional District School Committee of the Northborough-Southborough Regional School District to pay costs of renovating and making extraordinary repairs and other improvements to the District's athletic facilities, including, but not limited to: replacing the current football field and junior varsity practice field with turf fields, replacing the existing track, replacing the existing tennis courts, replacing the existing bleachers and press box to ensure compliance with ADA requirements, construction of a new outdoor amphitheater, renovations to the amenities building, and for the payment of all costs incidental and related thereto; or do or act anything in relation thereto.

**Proposed by:** REGIONAL SCHOOL COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (1-4-0)

**Summary:** The purpose of this article is to approve or disapprove the issuance of debt by the Northborough-Southborough Regional School Committee for renovations of the existing stadium, multipurpose field, tennis courts, and amenities building. The project also includes the addition of an outdoor amphitheater. The renovation project will bring the athletic complex into compliance with ADA requirements and will provide safe, quality playing surfaces for student athletes and the communities of Northborough and Southborough.

**MOTION MADE:** I move the article as printed in the warrant.

**MOTION PASSED.**

**MOTION TO TEMPORARILY ADJOURN THE ANNUAL TOWN MEETING UNTIL 7:00 PM ON MARCH 25, 2023, PASSED AT 4:58 PM.**

The reconvened session of the Annual Town Meeting was duly called on Saturday March 25, 2023, at 7:00 PM and held in the auditorium of the Trotter Middle School, 49 Parkerville Road, Southborough, MA. Town Moderator Paul M. Cimino called the meeting to order at 7:15 PM and announced that a quorum of more than 100 voters was present. (250 voters were present.) The following Articles were voted on in a legal manner. (Articles 16 – 22 had been passed in the earlier session as part of the Moderator's consent list so the first Article considered in this session was Article 23.)

**ARTICLE 16:** To see if the Town will vote to transfer the sum of \$99,008 from Free Cash for the purpose of paving Parkerville Road; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** Eversource provided the Town the funds to do the paving as a result of some gas line improvements, as the Town could get better pricing through a larger bid for multiple street improvements. Unfortunately, the DOR views the Eversource funds as general receipts that must close out to Free Cash before they can be appropriated; this will not happen until after June 30, 2023, and the paving work will be done in the spring and summer of 2023. The Town's Free Cash certified in FY2024 will be increased by the same amount being appropriated under this article.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

**ARTICLE 17:** To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

**ARTICLE 18:** To see if the Town will vote to raise and appropriate the sum of \$10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

## ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

**ARTICLE 19:** To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of \$28,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article will fund any vacation and sick pay due to employees upon their retirement.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

**ARTICLE 20:** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

**ARTICLE 21:** To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2024:

1. Immunization/Emergency Dispensing Clinic; \$15,000.
2. Inspectional Services; \$140,000.
3. 9-11 Field Maintenance; \$100,000.
4. Wetland Protection; \$30,000.
5. Hazardous Materials; \$75,000.
6. CPR Classes; \$6,500.
7. Community Garden; \$3,000.
8. Recreation Programs; \$500,000.
9. Tobacco Control Program; \$4,000.
10. Golf Course Maintenance; \$75,000.

, or do or act anything in relation thereto.

**Proposed by:** BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

**ARTICLE 22:** To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2024 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections) .....	\$429,329
State Match (projected FY2024 State Match) .....	\$ 82,561
FY23 State Match Adjustment.....	\$ 16,922
Total Projected Revenue.....	\$528,812

Set Aside- Open Space

\$52,881 to be set aside, held in the Community Preservation Fund, and spent in FY2024 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

\$52,881 to be set aside, held in the Community Preservation Fund, and spent in FY2024 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing

\$52,881 to be set aside, held in the Community Preservation Fund, and spent in FY2024 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.



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Administrative Costs – Community Preservation Committee

\$26,441 to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 for the Community Preservation Fund

Set Aside – Budgeted Reserve/Discretionary

\$ 343,728 Reserved for FY24 CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** The budget and set-asides are an annual requirement under the Community Preservation Act.

**MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.**

**ARTICLE 23:** To see if the Town will vote to appropriate \$77,937.50 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. \$52,881.00 from the CPA Historic Preservation Reserve Fund FY2024 and \$25,056.50 from the CPA FY2023 Fund Balance. Said funds to be expended under the direction of the Town Treasurer; or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article is the Community Preservation Fund payment towards the FY2024 debt funding for the Preservation Restriction of 84 Main Street as approved at ATM 2016.

**MOTION:** I move the article as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 24:** To see if the Town will vote to appropriate a total of \$66,075.00 to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. \$66,075.00 from the CPA FY2023 Fund Balance. Said funds to be expended under the direction of the Treasurer; or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article is the Community Preservation Fund payment towards the FY2024 debt funding for the renovation and restoration of the Historic Southborough Library.

**MOTION:** I move the article as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 25:** To see if the Town will vote to transfer from Water Retained Earnings the sum of \$200,000 for the purposes of funding any costs incurred for a peer review of the engineering and design required for an indirect connection to MWRA through the Town of Southborough by the Town of Hopkinton, said funds to be reimbursed by the Town of Hopkinton; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article approves the funding of an independent audit of the engineering and design of the proposed MWRA water connection for the Town of Hopkinton through Southborough at a cost not to exceed \$200,000 which will be reimbursed by the Town of Hopkinton.

**MOTION MADE:** I move the article as printed in the warrant.

**MOTION PASSED.**

**ARTICLE 26:** To see if the Town will vote to amend Chapter 153, entitled Trees, of the Town bylaws by adding § 153-5, Tree Protection Bylaw, as follows:

**§ 153-5. TREE PROTECTION BYLAW**

## **A. PURPOSE.**

(1) The Town of Southborough ("Town") is a designated Tree City. The residents of the Town recognize that the preservation of existing trees and the promotion of new tree planting is a public purpose that protects the public health, welfare, environment, and aesthetics of the Town and its citizens. Trees serve a wide variety of functions, which promote the health, safety, and welfare of residents. These functions include:

- (a) Conserving energy, by providing shade and evaporative cooling through transpiration;
- (b) Improving local and global air quality by absorbing carbon dioxide and ozone, absorbing particulate matter, and producing oxygen;
- (c) Reducing wind speed and directing air flow;
- (d) Reducing noise pollution;
- (e) Preserving ecosystems by providing habitat for birds, small mammals, insects and other wildlife;
- (f) Filtering and screening, glare on roadways and increasing pavement life;
- (g) Reducing storm runoff and the potential for soil erosion;
- (h) Increasing real property values; and
- (i) Enhancing visual and aesthetic qualities that attract visitors and businesses.

(2) The purpose of this bylaw is to preserve and protect the Town's public shade trees in accordance with the provisions of Massachusetts General Law (MGL) Chapter 87 and Chapter 40, § 15C. It is also intended to encourage the planting of more public shade trees than are removed to compensate for tree losses and the length of time required for a tree to reach maturity.

## B. DEFINITIONS.

**DBH (Diameter at Breast Height)** is the diameter of the trunk of a tree 4 ½ feet above the average existing grade at the base of the tree.

**Excessive pruning** means the removal of more than one-third of the tree canopy or cutting back the limbs to a point that prevents the natural growth of the tree.

**Imminent hazard** means the existence of a condition that presents a substantial likelihood that death, serious illness, severe personal injury, or a substantial endangerment to health, property, or the environment is likely to occur before a notice and hearing to abate the risk of harm can be completed.

**Public shade tree is:** (a) any tree within or on the boundaries of a public right-of-way, including scenic roads, except for a state highway; or (b) a tree that is not within or on the boundaries of a public right-of-way, but planted by the Tree Warden Designee upon adjoining land at a distance not exceeding 20 feet from the layout of such public way with the written consent of the owner of such adjoining land all in accordance with the provisions of MGL c. 87, §7.

If the highway boundaries are unclear because the boundaries between public and private land cannot be made certain by land records or monuments, the tree is presumed to be a public shade tree according to MGL c. 87, §1.

**Public right of way** is the portion of land controlled or owned by the Town within which an accepted public street or road lies. Typically, the public right-of-way is wider than the road surface and often includes curbs, sidewalks, utilities, public shade trees and grass strips.

**Topping** means the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

**Tree City** the Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides the foundational framework necessary for communities to manage and expand their tree cover.

**Tree removal** means the cutting down of any public shade tree and/or any other act that will likely cause such a tree to die within a three-year period, including but not limited to improper or excessive pruning and construction, demolition, and excavation activities.

**Utility** shall mean a company engaging in the distribution of electricity or owning, operating or controlling distribution facilities; provided, however, that a distribution company shall not include any entity which owns or operates plant or equipment used to produce electricity, steam and chilled water, or an affiliate engaged solely in the provision of such electricity, steam and chilled water, where the electricity produced by such entity or its affiliate is primarily for the benefit of hospitals and nonprofit educational institutions, and where such plant or equipment was in operation before January 1, 1986.

## C. TREE WARDEN AND TREE WARDEN DESIGNEE.

(1)The Tree Warden shall be the Select Board, per special act of 1991, having primary enforcement responsibilities under this chapter and MGL c.87. The Tree Warden and Tree Warden Designee are called upon to balance the needs between protection of public trees and protection of the public from hazardous or obstructive trees. The Tree Warden (Select Board) shall have the right to review the conduct, acts and decisions of the Tree Warden Designee.

(2)The Tree Warden Designee shall be appointed by the Tree Warden (Select Board) and pursuant to MGL c.41 §106, hold at least an Associate of Science Degree in Arboriculture / Urban Forestry or a related degree or demonstrated equivalent knowledge and experience; and although not required it is preferred that the Tree Warden Designee also hold a current arborist certification from either the Massachusetts Arborist Association or the International Association of Arboriculture; and have at least three (3) years supervisory experience in commercial or municipal tree care; and shall obtain a Massachusetts Pesticide License within 90 days of employment.

(3)The Tree Warden (Select Board) may appoint a Deputy to the Tree Warden Designee to perform the roles and responsibilities of the Tree Warden Designee during vacation, sick time, and any paid or unpaid leave of absence. The deputy must have substantial experience and qualifications and shall comply with all rules and obligations of this bylaw.

(4)The duties or responsibilities of the Tree Warden Designee shall conform to the MGL c. 87 and shall include, but not be limited to the following:

- (a) Developing and implementing a Tree Planting Program;
- (b) Pruning of public shade trees for safety and health;
- (c) Assessment of public shade trees for potential hazard;
- (d) Removal of public shade trees that are dead and dying;
- (e) Maintaining a Public Shade Tree Inventory and Public Shade Tree Management Plan;
- (f) Oversight of utility arboriculture operations and of all contracted tree work on public shade trees;
- (g) Submit trees for Public Tree Hearings;
- (h) Enforcement of the provisions of this bylaw, MGL c. 87 and c. 40, §15C;
- (i) Care, control and management of all trees within public rights-of-way, adjacent to public buildings on public land, and on public commons;
- (j) Expenditure of funds for public shade tree planting and maintenance consistent with this bylaw and MGL c.87;
- (k) Coordination with the Tree Warden (Select Board), Planning Board; Conservation Commission; Recreation Commission; and interested citizen groups on matters related to urban forestry and public tree management;
- (l) Promulgate regulations outlining the care and preservation of public shade trees and the establishment of fees and fines; all such regulations, fees, and fines subject to approval by the Tree Warden (Select Board) and Planning Board
- (m) Maintain a list of all town roads designated as Scenic Roads and
- (n) Other responsibilities consistent with this bylaw and Massachusetts General Laws.

#### **D. JURISDICTION.**

- (1) This bylaw applies to all public shade trees in the Town. The Tree Warden (Select Board) and Tree Warden Designee in conjunction with the Planning Board shall have jurisdiction over all trees to which this bylaw applies as set forth in MGL. c. 87 and c. 40, §15C.
- (2) This bylaw applies to all persons, agencies, departments, firms (including utility companies) and applicants either residing or conducting activities in the Town of Southborough.
- (3) If any public shade tree may be impacted by construction, demolition or excavation activities under the jurisdiction of the Town's Building Department, Planning Board, Zoning Board of Appeals, or other Town Department or Board: (1) the owner or applicant of the affected property and any person engaging in such activities shall be required to comply with the provisions of this bylaw; and (2) the owner or applicant shall notify the Tree Warden Designee of such activities.
- (4) A public shade tree may not be trimmed, pruned or removed by any person other than the Tree Warden Designee until and unless, after a public hearing if required or consultation with either the Tree Warden or Town Administrator and either the Town Planner or Planning Board, the Tree Warden Designee issues a written permit pursuant to this bylaw.
- (5) A permit from the Tree Warden Designee shall also be required of any person for planting a public shade tree
- (6) The Tree Warden Designee shall issue standards for planting public shade trees for which a permit is required under this chapter. Such standards shall include: (1) listing of trees acceptable for planting, (2) site selection, (3) priorities for tree planting locations, (4) spacing of street trees, and (5) planting guidelines.

#### **E. PLANTING NEW TREES WITHIN THE PUBLIC RIGHT OF WAY.**

- (1) Any property owner may petition the Tree Warden Designee to plant a tree within a public right of way. It is understood that some rights of way are not suitable for the planting of trees and that some species of trees are not suitable for public rights of way. For this reason, it is understood that the permit is discretionary on the part of the Tree Warden Designee and is not to be construed as a right.
- (2) The Tree Warden Designee may grant a petitioner permission for planting one or more trees within a public right of way, subject to the following:
  - (a) All work in a public right of way shall be conducted to the specifications of the Tree Warden Designee.
  - (b) All costs incurred in the course of planting the tree(s), including related work, regardless of contractor, shall be the responsibility of the petitioner.
  - (c) The petitioner shall work with the Tree Warden Designee to select an appropriate native species tree and location that will not interfere with buried or above ground utilities and will minimize root damage to streets and sidewalks.
  - (d) No tree planting in a public way may be done without obtaining a license from the Select Board and executing a release in favor of the Town.

#### **F. PROHIBITED ACTIVITIES.**

It shall be unlawful for any person, firm, or town department to engage in any of the following activities relating to public shade trees:

- (1) topping;
- (2) excessive pruning;
- (3) girdling tree trunks;
- (4) poisoning tree roots,
- (5) causing any other kind of injury,
- (6) pollarding the top and branches of a tree;
- (7) tree stapling, cutting, painting, marking, hanging any public messages on trees or tree trunks without a permit
- (8) tree removal without a permit.

#### **G. PROCESS TO REQUEST PUBLIC SHADE TREE PRUNING OR REMOVAL.**

- (1) Requests for Public Shade Tree pruning or removal must be made to the Tree Warden Designee.
- (2) The Tree Warden Designee shall log the requests including all information per the Tree Warden's regulations
- (3) The Tree Warden Designee shall, and the Tree Warden, Planning Board and interested parties, may inspect the tree before the hearing. The Tree Warden Designee shall determine during the site visit if the public shade tree, that is subject to the removal or pruning request, meets at least one of the criteria per section H (3) of this bylaw.
- (4) Public shade tree pruning or removal requests for public shade trees, where it has been determined either by the Tree Warden Designee during a site visit or at a public hearing, that at least one of the criteria per section H (3) of this bylaw has not been met, the requestor shall pay a non-refundable per inch DBH fee, per the Tree Warden Designee's regulations and shall be subject to the requirements of section H (4) of this bylaw.

#### **H. PUBLIC HEARING.**

Except as provided in Section K (Emergency Tree Removal) of this bylaw or work described in an approved annual plan as described in section L, the Tree Warden Designee shall not remove any public shade tree with a DBH greater than 1.5 inches or grant a permit to any person for the removal of a public shade tree without first conducting a public hearing. Where a public hearing is required, the Tree Warden Designee shall, in accordance

with the provisions of MGL c. 87, §3, issue a notice of the time and place of the hearing, which notice shall identify the size, type and location of each tree to be cut down or removed. The Tree Warden Designee shall also post the

notice at three or more public places in Southborough, including under Hearing Notices on the Town's website, under Tree Hearings on the DPW webpage, at the Town House and in public view upon the tree at least fourteen (14) days before such hearing and publish it in a newspaper of general circulation in Southborough once in each of two successive weeks, with the first publication to be not less than fourteen (14) days before the day of the hearing, or if no such local newspaper exists then in accordance with the provisions of MGL c. 4, §6.

- (1) When a public hearing must be held under the provisions of this bylaw and the public shade tree is located on a designated Scenic Road, such hearings shall be consolidated into a single public hearing before Planning Board and the Tree Warden (Select Board).
- (2) When a public hearing must be held under the provisions of this bylaw and the public shade tree is located on conservation lands managed by, or resource areas or their buffer zones under the jurisdiction of the Southborough Conservation Commission, such hearings shall be consolidated into a single public hearing before the Conservation Commission and the Tree Warden (Select Board).
- (3) The Tree Warden Designee following a public hearing per this Section of this bylaw, shall approve removal of a public shade tree upon a determination reached at a public hearing that at least one of the following criteria is satisfied:
  - (a) The tree is dead, diseased, terminally injured, in danger of falling, dangerously close to existing structures, causing disruption of public utility service, causing drainage or passage problems upon rights-of-way, or posing a threat to pedestrian or vehicular safety;
  - (b) The tree interferes with structures, utilities, streets, sidewalks or proposed necessary improvements for which there is no alternative;
  - (c) The tree is a species considered invasive in Massachusetts;
  - (d) There is no alternative to removal of the tree.
- (4) Any person requesting the removal of a public shade tree that does not meet at least one the criteria in section H (3) above shall demonstrate, at a public hearing, that the removal and replacement of a tree will be of greater benefit to the inhabitants of the Town of Southborough, shall pay a fee per section G (4) and is responsible for all expenses associated with the public hearing and removal, if approved, including the following:
  - (a) Cost of advertising a public hearing as specified in Section H (Public Hearing) of this bylaw and MGL c. 87, §3;
  - (b) Cost of removal of tree and stump, including hauling away of all debris, and proper filling of stump hole;
  - (c) Planting of sufficient replacement trees as described in section J;
  - (d) Cost of police traffic details, repair of street surface and road shoulder, protection and restoration of utility structures; and
  - (e) All other costs related to the removal and replanting.

#### **I. APPEALS.**

- (1) Any decision of the Tree Warden Designee under this bylaw may be appealed to the Select Board, except appeals of decisions made at consolidated hearings per Sections H, Public Hearing, (1) & (2) of this bylaw, or decisions made by the Tree Warden (Select Board) shall be made to a court of competent jurisdiction.
- (2) Appeals to the Select Board must be in writing and must be received by the Select Board within thirty (30) calendar days of the issuance of the Tree Warden Designee's decision, which shall be made publicly available on the Town website. The Select Board shall make a final decision within thirty (30) calendar days from the date of receipt of the appeal request and file a decision with the Town Clerk within fourteen (14) days thereafter.

#### **J. TREE REPLACEMENT.**

- (1) Public shade trees approved for removal by the Tree Warden (Select Board) at a consolidated hearing shall be replaced with one public shade tree for each public shade tree approved for removal.

- (2) The replacement tree(s) shall be straight native species and purchased from a certified tree nursery that stocks straight native species and is approved by the Tree Warden Designee. Such certified tree nursery shall plant and ensure the health of the tree for three years.
- (3) The Tree Warden (Select Board) and the Planning Board shall promulgate a tree replacement policy to carry forth the purpose and intent of this section of the bylaw.

**K. EMERGENCY TREE REMOVAL.**

- (1) Pruning or removal shall be allowed without a permit or public hearing for any public shade tree that is determined by emergency response officials, including utilities and their agents, to be an imminent hazard. Such officials shall complete a written record of any such determination and submit it to the Tree Warden Designee within fourteen (14) calendar days of such determination.
- (2) The Tree Warden Designee may waive the provisions of this bylaw as an emergency response to a hurricane, windstorm, flood or other act of nature. The Tree Warden Designee shall complete a written record of the emergency response and submit it to the Tree Warden and the Planning Board.
- (3) The Tree Warden Designee may remove, without a public hearing, a tree that is determined, by the Tree Warden Designee, in consultation with the Town Administrator and the Town Planner, to be an imminent hazard to persons or property. The Tree Warden Designee making the hazard determination shall be qualified, as defined in section C (2) of this bylaw, by training and experience in the field of Arboriculture. The hazard determination shall be made based on an objective risk tree rating system such as the USDA Forest Service 12-point Risk Tree Rating system or the International Society of Arboriculture Hazard Tree Evaluation system. Hazard trees shall be prioritized for pruning, removal, moving of the target or otherwise minimizing the risk based on those objectively presenting the most risk.

**L. UTILITY COMPANY TREE AND VEGETATION MANAGEMENT ACTIVITIES.**

- (1) The Tree Warden (Select Board) shall request and the utility shall submit, per MGL c. 87 §14, an annual "Hazard Tree Removal Plan" and a "Vegetation Management Plan", as applicable (separately, and together, an "Annual Plan").
- (2) Such Annual Plan(s) shall include: a map of the circuits where maintenance will occur; and a listing and location of any public shade tree(s) expected to be removed.
- (3) The Annual Plan(s) shall be submitted to the Tree Warden (Select Board) prior to December 31st each year for activities to be conducted during the following year.
- (4) Any public shade tree expected to be removed will be appropriately marked by the utility company, so that the public may be made aware of the proposed work. The Tree Warden Designee and the utility representative(s) will visit the proposed work site(s) to inspect the proposed work.
- (5) The Tree Warden (Select Board) shall hold a consolidated public meeting with the Planning Board to review the annual plan(s).
- (6) Annual Plan(s) may be approved upon the determination at the consolidated public meeting per section L (5) above, that the plan is in compliance with the requirements of this bylaw. The utility shall be exempt from the requirements of Section H of this bylaw for work described in the approved plan.
- (7) The Tree Warden Designee shall then notify the utility in writing within 60 days of receipt of an Annual Plan(s) whether or not the plan has been approved or approved with changes made as a result of a public review during a scheduled consolidated public meeting.
- (8) Approved Annual Plan(s) shall be posted on the Town website, DPW's webpage and sent to the Town Planner and the Town Administrator for distribution to their respective Boards and to the public.
- (9) No tree removal, trimming or vegetation management affecting a public shade tree shall be done by the utility company that is not part of an approved Annual Plan, or is not otherwise approved by this bylaw.
- (10) Notwithstanding the Town's approval of the Annual Plan(s), a utility shall provide at least 30 days advance written notice to the Tree Warden Designee before beginning tree trimming or tree removal work pursuant to the Annual Plan(s).

**M. ENFORCEMENT**

- (1) Any person who violates any provision of this bylaw or MGL c. 87, §§3-5, relating to the trimming, cutting or removal of public shades trees shall be subject to a fine of three hundred dollars (\$300) for each separate offense, as well as any replacement fee per section G (4) of this bylaw.
- (2) Each act causing damage to a separate tree shall constitute a separate offense.
- (3) Fines shall be assessed and collected under MGL c. 40, §21D process.
- (4) These remedies shall not be in derogation of the Town's right to enforce the provisions of MGL c. 242, §7, against any person who without a permit willfully cuts down, girdles or otherwise destroys a public shade tree, or the Town's right to apply or enforce any other Massachusetts law or Town bylaw.
- (5) Fines and damages paid to the Town under this bylaw, MGL c. 87, or MGL c. 242, shall be paid to the Town of Southborough.

**N. SEVERABILITY**

(1) If any part of this bylaw is for any reason declared invalid or unconstitutional by any court, every other part shall continue in full force and effect.

; or do or act anything in relation thereto.

**Proposed by:** PLANNING BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** The intent of the bylaw is to put in place a process for the maintenance of Public Shade Trees, including but not limited to, trimming, cutting, planting and the removal of dangerous or damaged trees within the public right of way, and to protect the town from unnecessary tree removal and to maintain the New England character and charm of the Town of Southborough.

**MOTION MADE:** I move the article as printed in the warrant.

**MOTION TO INDEFINITELY POSTPONE THE ARTICLE FAILED.**

**MOTION FAILED:** Counted Vote 79 in favor, 79 opposed.

**ARTICLE 27:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the ongoing maintenance and new planting of trees. The Town Tree Warden and Planning Board shall meet regularly to plan the use of funds for the following: Inventory of public shade trees by arborist, creation of a tree planting plan, survey of tree planting areas, planting of new trees and tree maintenance. The Tree Warden/Town Administrator and Planning Board shall dually approve all expenditures for scenic roads under this article. For non-scenic roads, the Tree Warden/Town Administrator will approve expenditures and report them to the Planning Board; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** This article will be utilized to complete the inventory of public shade trees and begin a study of where new trees can be placed in the public right of way. Funds will be added to this article every year in order to purchase new trees as part of a tree replacement program.

**MOTION MADE:** I move that the Town vote to transfer the sum of \$30,000 from Article 3 of the October 13, 2022 Special Town Meeting for the ongoing maintenance and new planting of trees. The Town Tree Warden and Planning Board shall meet regularly to plan the use of funds for the following: Inventory of public shade trees by arborist, creation of a tree planting plan, survey of tree planting areas, planting of new trees and tree maintenance. The Tree Warden/Town Administrator and Planning Board shall dually approve all expenditures for scenic roads under this article. For non-scenic roads, the Tree Warden/Town Administrator will approve expenditures and report them to the Planning Board.

**MOTION PASSED.**

**ARTICLE 28:** To see if the Town will vote, pursuant to the recommendation of the Planning Board to designate the following Town roads not currently designated as "scenic roads", other than those specifically excluded by State Statute, as "scenic roads" under provisions of the Commonwealth of Massachusetts General Laws Chapter 40, Section 15C and to instruct the Planning Board, in exercising responsibilities thereunder, to take into consideration simplification of town administrative and logistical scenic road management, sound planning principles, aesthetics, and preservation of natural resources as well as public safety, or do or act anything in relation thereto.

<b>Street</b>	<b>TM Date</b>		<b>Street</b>	<b>TM Date</b>
Adams Circle	4/8/1996		Kidder Lane	4/14/2003
Alexandra Circle	9/12/1994		Killam Farm Lane	4/9/2001
Andrews Way	9/12/1994		Ledge Hill Road	4/10/2000
Angelica Lane	4/12/2004		Liberty Drive	4/8/1996
Asaree Drive	9/12/1994		Maple Street Ext.	4/16/2014
Ashley Road	4/12/1993		Metacommet Lane	4/8/2002
Austin Kelly Lane	4/8/2002		Metcalf Lane	4/13/2015



# ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

Banfill Lane	4/12/2004	Michael Circle	2/13/1995
Barn Lane	10/7/2013	Moore Road	4/11/1994
Beechwood Lane	11/13/2000	Nathan Stone Road	5/18/1999
Blendon Woods Dr.	10/7/2013	Nipmuc Lane	10/7/2013
Boswell Lane	4/13/1998	Orchard Road	4/14/92 & 4/14/08
Brookside Road	4/12/2004	Powder Mill Lane	4/13/1987
Burnett Road	4/14/1997	Presidential Drive	2/13/1995
Candlewood Lane	9/11/2000	Sadie Hutt Lane	4/23/1990
Constitution Drive	4/8/1996	Sarsen Stone Way	4/8/1991
Coslin Drive (portion)	2018	Schipper Farm Lane	4/8/2002
Country Lane	4/8/1996	Skylar Drive	4/13/1987
Darlene Drive	2/13/1995	Southwood Drive	9/11/2000
Davis Road	4/12/1993	Stockwell Lane	4/10/2000
Eastbrook Farm Lane	4/8/1996	Stub Toe Lane	4/8/1996
Fiddleneck Lane	4/11/2005	Summit Road	4/13/1987
Fitzgerald Lane	4/10/2000	Sunrise Drive	4/8/1991
Foxhill Drive	4/11/2016	Thayer Lane	4/13/2015
Garrison Lane	4/13/1987	Vale Terrace	4/9/2001
Glenwood Road	9/12/1994	Vickery Hill Lane	4/14/2008
Heather Lane	2/13/1995	Wells Lane	4/13/2010
Hidden Meadow Ln.	4/10/2000	Wentworth Drive	4/8/1996
High Ridge Road	4/14/1980	Whistler Lane	4/10/2000
Hillside Avenue Ext.	4/14/2003	Wildwood Drive	4/10/2000
Hubley Lane	4/9/2001	William Colleary Ln	4/11/2016
Independence Drive	4/8/1996	William Onthank Ln.	4/14/2008
Joslin Lane	4/11/2005	Witherbee Lane	4/11/2005
Kallander Drive	4/11/2005	Wyeth Circle	2/13/1995

**Proposed by:** PLANNING BOARD

**Select Board Recommendation:** Not Support (2-3-0)

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** The intent of this article is to protect the scenic quality and character of certain public ways in the Town by regulating the cutting or removal of trees and the disturbance of stone walls within the right-of-way of scenic roads.

**MOTION MADE:** I move the article as printed in the warrant.

**MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED.**

**ARTICLE 29:** To see if the Town will vote to delete Section § 174-13.5 from the Zoning Bylaws, such deletion to be contingent upon the passage of new Stormwater General Bylaw, in a separate article in this warrant, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD; CONSERVATION COMMISSION

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** To remove, in its entirety, the existing bylaw with the intent to insert an amended copy of this bylaw, as its own General Bylaw, in the next article. The Stormwater & Erosion Control Bylaw is promulgated and enforced by the Conservation Commission and does not rely on Zoning enforcement and oversight. By inserting in the General Bylaws, this would also require appeals to be submitted to the Superior Court instead of the Zoning Board of Appeals. This removal will be nullified if the insertion of the amended bylaw does not pass.

**MOTION MADE:** I move that we vote to approve the article as printed in the warrant.

**MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.**

**ARTICLE 30:** Subject to the passage of an article for the deletion of Section § 174-13.5 of the Zoning Bylaws, to see if the Town will vote to amend its General Bylaws by adopting a new Section 154, entitled Stormwater Management, as follows:

## § 154. Stormwater and erosion control. [Added 4-10-2006 ATM by Art. 46]

A. Purpose. Regulation of activities that result in the disturbance of land and the creation of stormwater runoff is necessary for the protection of the Town of Southborough to safeguard the health, safety, and welfare of the general public and protect the natural resources of the Town. The purpose of this bylaw is to prevent or diminish these impacts by controlling runoff and preventing soil erosion and sedimentation resulting from site construction and development. This bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the bylaws of the federal Clean Water Act found at 40 CFR 122.34. Nothing in this bylaw is intended to replace the requirements of either the Town of Southborough Wetlands Protection Bylaw,[1] or any other bylaw that has been or may be adopted by the Town of Southborough. Any activity subject to the provisions of the above-cited bylaws must comply with the specifications of each applicable bylaw. The objectives of this bylaw are to:

[1] Editor's Note: See Chapter 170, Wetlands Protection

- (1) Establish decision-making processes surrounding land development activities that protect the integrity of the watershed and preserve the health of wetland and water resources;
- (2) Require that new development, redevelopment and all land conversion activities maintain the after-development runoff characteristics as equal to or less than the pre-development runoff characteristics to provide recharge and to reduce flooding, stream bank erosion, siltation, nonpoint source pollution, property damage, and to maintain the integrity of stream channels and aquatic habitats;
- (3) Establish minimum construction/alteration and post-development stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality and for the protection of properties and aquatic resources downstream from land development and land conversion activities from damages due to increases in volume, velocity, frequency, duration, and peak flow rate of stormwater runoff;
- (4) Establish design criteria for measures to minimize nonpoint source pollution from stormwater runoff which would otherwise degrade water quality;
- (5) Establish design and application criteria for the construction and use of structural stormwater control facilities that can be used to meet the minimum construction/alteration and post-development stormwater management standards and to encourage the use of nonstructural stormwater management, stormwater site design practices or "low-impact development practices," such as reducing impervious cover and the preservation of open space and other natural areas, to the maximum extent practicable;
- (6) Establish provisions for the long-term responsibility for and maintenance of structural stormwater control facilities and nonstructural stormwater management practices to ensure that they continue to function as designed, are maintained, and pose no threat to public safety;
- (7) Establish provisions to ensure there is an adequate funding mechanism, including surety, for the proper review, inspection and long-term maintenance of stormwater facilities implemented as part of this bylaw; and
- (8) Establish administrative procedures and fees for the submission, review, approval, or disapproval of stormwater management plans, and for the inspection of approved active projects, and long-term follow up.

B. Definitions.

**AGRICULTURE** — The normal maintenance or improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act (MGL c. 131, § 40) and its implementing regulations (310 CMR 10.00).

**ALTER** — Any activity that changes the water quality, or the force, quantity, direction, timing or location of runoff flowing from the area and will measurably change the ability of a ground surface area to absorb water. Such changes include: change from distributed runoff to confined, discrete discharge; change in the volume of runoff from the area; change in the peak rate of runoff from the area; and change in the recharge to groundwater on the area. Alter may be similarly represented as "alteration of drainage characteristics," and "conducting land disturbance activities."

**APPLICANT** — Any "person" as defined below requesting a stormwater and erosion control permit for proposed land-disturbance activity.

**AUTHORIZED ENFORCEMENT AGENCY** — The Conservation Commission (hereinafter "the Commission") and its employees or agents or other employee of the Town of Southborough shall be in charge of enforcing the requirements of this bylaw.

**BEST MANAGEMENT PRACTICE (BMP)** — Structural, nonstructural, vegetative and managerial techniques that are recognized to be the most effective and practical means to reduce erosion and sediment, prevent or reduce increases in stormwater volumes and flows, reduce point source and nonpoint source pollution, and promote stormwater quality and protection of the environment. "Structural" BMPs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff. "Nonstructural" BMPs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

**BETTER SITE DESIGN** — Site design approaches and techniques that can reduce a site's impact on the watershed through the use of nonstructural stormwater management practices. Better site design includes conserving and protecting natural areas and green space, reducing impervious cover, and using natural features for stormwater management.

**CONSTRUCTION AND WASTE MATERIALS** — Excess or discarded building or construction site materials that may adversely impact water quality, including but not limited to concrete truck washout, chemicals, litter and sanitary waste.

**DISTURBED AREA** — An area, man-made or natural, where the existing condition has been or is proposed to be altered.

**ENVIRONMENTAL SITE MONITOR** — A professional engineer, or other trained professional selected by the Commission and retained by the holder of a stormwater and erosion control permit to periodically inspect the work and report to the Commission.

**EROSION** — A condition in which the earth's surface, including soil or rock fragment, is detached and moved away by the action of water, wind, ice, gravity or other natural means.

**GENERAL STORMWATER MANAGEMENT PERMIT (GSMP)** — A permit issued for an application that meets a set of predetermined standards outlined in the regulations to be adopted by the Commission under this bylaw. By meeting these predetermined standards, the proposed project will be presumed to meet the requirements and intent of this bylaw.

**HOTSPOT** — Land uses or activities with higher potential pollutant loadings, such as auto salvage yards, auto fueling facilities, fleet storage yards, commercial parking lots with high intensity use, road salt storage areas, commercial nurseries and landscaping, outdoor storage and loading areas of hazardous substances, or marinas.

**MASSACHUSETTS STORMWATER MANAGEMENT POLICY** — The policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act, MGL c. 131, § 40, and Massachusetts Clean Waters Act MGL c. 21, §§ 23 through 56 [2]. The policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and control the quantity of runoff from a site.

**NEW DEVELOPMENT** — Any construction or land disturbance of a parcel of land that is currently in a natural vegetated state and does not contain alteration by man-made activities.

**PERSON** — Any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the commonwealth or political subdivision thereof to the extent subject to Town bylaws, administrative agency, public or quasi-public corporation or body, the Town of Southborough, and any other legal entity, its legal representatives, agents, or assigns.

**POST-DEVELOPMENT** — The conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land. Post-development refers to the phase of a new development or redevelopment project after completion and does not refer to the construction phase of a project.

**PRE-DEVELOPMENT** — The conditions that exist at the time that plans for the land development of a tract of land are submitted to the Conservation Commission. Where phased development or plan approval occurs (preliminary grading, roads and utilities, etc.), the existing conditions at the time prior to the first plan submission shall establish pre-development conditions.

**RECHARGE** — The replenishment of underground water reserves.

**REDEVELOPMENT** — Any construction, alteration, or improvement exceeding land disturbance of 5,000 square feet, where the existing land use is commercial, industrial, institutional, or multifamily residential.

**RUNOFF** — Rainfall, snowmelt, or irrigation water flowing over the ground surface.

**SEDIMENT** — Solid material, whether mineral or organic, that is in suspension, is transported or has been moved from its site of origin by erosion.

**SEDIMENTATION** — A process of depositing material that has been suspended and transported in water.

**SLOPE** — The vertical rise divided by the horizontal distance and expressed as a fraction or percentage.

**STABILIZED** — The elimination of any erosion.

**STORMWATER MANAGEMENT HANDBOOK** — Stormwater Management Handbook, Volume One and Volume Two, prepared by the Mass. Department of Environmental Protection and the Mass. Office of Coastal Zone Management dated March 1997, as the same may be from time to time revised.

**STORMWATER MANAGEMENT PERMIT (SMP)** — A permit issued by the Conservation Commission, after review of an application, plans, calculations, and other supporting documents, which is designed to protect the environment of the Town from the deleterious effects of uncontrolled and untreated stormwater runoff.

[2]Editor's Note: See the Clean Waters Act in MGL c. 21, §§ 26 through 53.

C. Applicability. This bylaw shall be applicable to all new development and redevelopment, including, but not limited to, site plan applications, subdivision applications, grading applications, land use conversion applications, any activity that will result in an increased amount of stormwater runoff or pollutants flowing from a parcel of land, or any activity that will alter the drainage characteristics of a parcel of land, unless exempt pursuant to Subsection D of this bylaw. After April 10, 2006, the Commission shall not approve any application for development or redevelopment if the land or parcels of land were held in common ownership (including ownership by related or jointly controlled persons or entities) and were subdivided or otherwise modified to avoid compliance. A development shall not be segmented or phased in a manner to avoid compliance with this bylaw. A stormwater and erosion control permit shall be required from the Commission for the following:

- (1) Any activity subject to major site plan review (§ 174-10) except when no land disturbance is commencing;
- (2) Any activity that will result in land disturbance of one (1) acre or more;
- (3) Any residential development or redevelopment proposed pursuant to the Subdivision Control Law, MGL c. 41, §§ 81K to 81GG, inclusive, or proposed under a special permit process pursuant to MGL c. 40A, § 9;
- (4) Any activity that will increase the amount of impervious surfaces more than 50% of the area of a parcel or lot when the lot size is greater than one (1) acre; and
- (5) Any activity that will disturb land with 15% or greater slope and where the land disturbance is greater than or equal to 15,000 square feet within the sloped area.
- (6) Any residential development or redevelopment that is part of a common plan of development or sale which will disturb one (1) acre, 43,560 sf, or more of land. The Commission requires an application if the land, or parcels of land, were or are in common ownership and were subdivided or otherwise modified to avoid compliance.
- (7) The maintenance, reconstruction or resurfacing of any public way; and the installation of drainage structures or utilities within or associated with public ways when the width of the road is expanded three feet or greater for one hundred (100) feet or more.
- (8) Any land disturbance that will result in soil disturbance of one-half acre (1/2), 21,780 square feet up to, but not including, one (1) acre, 43,560 square feet, shall be required to follow the procedure outlined within the currently approved Stormwater Policy for Minor Projects enforced by the Conservation Agent and shall at a minimum require: Notify the Conservation Commission, in writing, of the date and nature (including a sketch) of the proposed project at least 7 calendar days prior to the commencement of land disturbing activities
  - (a) Implement measures such as erosion control barriers, to prevent the offsite discharge of sediment at the direction of the Conservation Commission or their agent
  - (b) Construction materials shall be managed to not pollute stormwater
  - (c) Containers and materials shall be stored and disposed of properly
  - (d) Sediment and stormwater shall not be allowed to be directed or impact abutting properties or roadways
  - (e) The Conservation Commission reserves the right to request additional measures at the discretion of the Commission if sedimentation and erosion controls become problematic at a site

D. Exemptions. The following activities are exempt from the requirements of this bylaw:

- (1) Normal maintenance of Town-owned public land, ways and appurtenances;
- (2) Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation, 310 CMR 10.04 and MGL c. 40A, § 3;
- (3) Repair or replacement of septic systems when approved by the Board of Health for the protection of public health;
- (4) Normal maintenance of existing landscaping, gardens or lawn areas associated with a single-family dwelling, provided such maintenance does not include the addition of more than 400 cubic yards of soil material, or alteration of drainage patterns;
- (5) The construction of fencing that will not alter existing terrain or drainage patterns;
- (6) Construction and associated grading of a way that has been approved by the Planning Board except those in conjunction with any residential development or redevelopment as described in Section 3.3;
- (7) The maintenance, reconstruction or resurfacing of any public way; and the installation of drainage structures or utilities within or associated with public ways that do not meet the applicability in Section 3.7 that have been approved by the appropriate authorities, provided that written notice be filed with the Conservation Commission 14 days prior to commencement of activity;
- (8) The removal of earth products undertaken in connection with an agricultural use if the removal is necessary for or directly related to planting, cultivating or harvesting or the raising or care of animals; or
- (9) Activity in accordance with the terms of an existing order of conditions or determination of applicability issued by the Commission pursuant to MGL c. 131, § 40, or the Southborough Wetlands Protection Bylaw, Chapter 170 of the Code of the Town of Southborough prior to the effective date of this Bylaw.

E. Administration.

- (1) The Conservation Commission shall be the permit granting authority for the issuance of a stormwater and erosion control permit and shall administer, implement and enforce this bylaw. Any powers granted to, or duties imposed upon the Commission may be delegated in writing by the Commission to its employees or agents or other municipal employees as appropriate. Such permit applications shall be submitted, considered, and issued only in accordance with the provisions of this bylaw and the regulations adopted pursuant to this bylaw.

(2) Stormwater regulations. The Commission shall adopt, and periodically amend, rules and regulations relating to the terms, conditions, definitions, enforcement, fees, procedures and administration of this Stormwater and Erosion Control Bylaw. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court shall not act to suspend or invalidate the effect of this bylaw.

(3) Right of entry. Filing an application for a stormwater and erosion control permit grants the Commission, or its agent, permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions.

(4) Stormwater management manual. The Commission will utilize the policy, criteria and information, including specifications and standards of the latest edition of the Massachusetts Stormwater Management Policy, for execution of the provisions of this bylaw. This policy includes a list of acceptable stormwater treatment practices, including the specific design criteria for each stormwater practice. The policy may be updated and expanded periodically, based on improvements in engineering, science, monitoring, and local maintenance experience. Unless specifically altered in the stormwater regulations, stormwater management practices that are designed, constructed, and maintained in accordance with these design and sizing criteria will be presumed to be protective of Massachusetts's water quality standards.

(5) Application. To obtain approval for a project subject to the provisions of this bylaw, the applicant shall submit a stormwater management and erosion control plan and an operation and maintenance plan prepared, stamped and signed by a professional engineer registered in Massachusetts, a registered land surveyor, or a Massachusetts licensed soil evaluator, as appropriate, that complies with the requirements set forth herein and in the regulations adopted pursuant to this bylaw. The operation and maintenance plan (O&M plan) shall be designed to ensure compliance with the permit, this bylaw, and that the Massachusetts surface water quality standards, 314 CMR 4.00, are met in all seasons and throughout the life of the system. The O&M plan shall remain on file with the Commission, the Planning Board, the Department of Public Works and the Town Engineer and shall be an ongoing requirement. The O&M plan shall meet the criteria set forth in the regulations adopted pursuant to this bylaw. The plans shall fully describe the project in drawings, narrative, and calculations.

(a) At the time of application, the applicant shall provide in writing the name and the 24 hours a day and seven days a week contact information of the person who is responsible for erosion and sediment control for the site- disturbing activity which is the subject of the application. Said person shall ensure that the approved activity takes place in accordance with the application, plan and permit requirements.

F. Fees. The Commission shall establish fees to cover expenses incurred by the Town in reviewing the application and monitoring permit compliance. The Commission is authorized to retain and charge the applicant fees to cover the cost of hiring a registered professional engineer or other professional consultant to advise the Commission on any or all aspects of the project. The applicant for a stormwater and erosion control permit may be required to establish and maintain an escrow account to cover the costs of said consultants. Applicants shall pay review fees to the Commission before the review process may begin.

G. Surety. The Commission may require a cash performance guaranty to ensure compliance with these requirements and for the long-term operation and maintenance of all permanent erosion control and stormwater management measures. The form of the bond shall be approved by the Commission upon the recommendation of Town Counsel and the Town Treasurer, as appropriate. With the approval of the Commission upon the recommendation of Town Counsel and the Town Treasurer, as appropriate, the applicant may substitute an irrevocable letter of credit or performance bond in lieu of the cash performance guaranty. Any performance bond or letter of credit shall be executed and maintained by a financial institution, surety, or guaranty company qualified to do business in the Commonwealth of Massachusetts.

#### H. Waivers.

(1) The Commission may waive strict compliance with some of the requirements of this bylaw or the rules and regulations promulgated hereunder, if it determines that some of the application requirements are unnecessary because of the size or character of the development project or because of the natural conditions at the site and where such action:

- (a) Is allowed by federal, state and local statutes and/or regulations;
- (b) Is in the public interest; and
- (c) Is not inconsistent with the purpose and intent of this bylaw.

(2) Any request from an applicant for a waiver of these rules shall be submitted, in writing, to the Commission at the time of submission of the application. Such requests shall clearly identify the provisions of the rule from which relief is sought and be accompanied by a statement setting forth the reasons why, in the applicant's opinion, the granting of such a waiver would be in the public interest or the specific information required to show strict compliance is irrelevant to the project, and why a waiver would be consistent with the intent and purpose of this bylaw and the rules and regulations promulgated hereunder.

#### I. Findings and conditions of approval.

(1) The Commission shall not approve any application for a stormwater and erosion control permit unless it finds that BMPs will be employed to meet the following requirements:

- (a) Compliance with all applicable federal, state and local regulations and guidelines, including but not limited to the Stormwater Management Handbook as it may be amended, has been demonstrated;
- (b) Measures shall be employed to minimize adverse impacts on wildlife habitats and corridors, natural or historic landscape features, and scenic vistas and views;

- (c) The duration of exposure of disturbed areas due to removal of vegetation, soil removal, and/or regrading shall be set forth in a written time table and approved by the Commission;
  - (d) There shall be no net increase in the rate of stormwater runoff from the site;
  - (e) There shall be no net increase in the volume of stormwater runoff across the boundaries of the site unless provisions have been made to tie into the public storm drains, where available, with the approval of the appropriate parties or authorities or, the Commission has determined that all reasonable provisions have been made to minimize any changes in stormwater runoff at the site;
  - (f) There shall be no adverse impacts to abutting properties from any increase in volume of stormwater runoff, including erosion, silting, flooding, sedimentation or impacts to wetlands, groundwater levels or wells;
  - (g) Where the site is not proposed to be covered with gravel, hardscape, or a building or structure, a planting plan to ensure permanent revegetation of the site has been approved;
  - (h) Areas to be planted shall be loamed with not less than six inches compacted depth of good quality loam and seeded with turf grass seed or other appropriate ground cover in accordance with good planting practice;
  - (i) Dust control shall be used during grading operations if the grading is to occur within 500 feet of an occupied residence or place of business, school, playground, park, cemetery, or place of worship;
  - (j) During construction, temporary erosion and sedimentation control measures will be employed in accordance with the approved plan;
  - (k) During construction, any site access from a paved public way shall be improved with a gravel apron of 15 feet wide and at least 24 feet long to prevent unstable material from being transported onto the street by vehicle tires or by runoff;
  - (l) Until a disturbed area is permanently stabilized, sediment in runoff water shall be trapped by using a siltation barrier, siltation fences, and/or sedimentation traps;
  - (m) Dust control shall be used during grading operations if the grading is to occur within 500 feet of the property line of an occupied residence or place of business. Dust control methods may consist of grading fine soils on calm days only or dampening the ground with water;
  - (n) Permanent erosion control and vegetative measures shall be in accordance with the approved plan; and
  - (o) Where applicable, homeowner's, facility or condominium documents shall provide for the long-term operation and maintenance of all permanent erosion control and stormwater management measures, including surety.
- (2) Based upon the nature of the application the Commission may impose reasonable requirements or limitations to minimize the impacts, if any, on abutting properties or uses.
- (3) Prior to commencement of any land disturbing activity, the applicant shall record the permit with the Registry of Deeds or Registry District of the Land Court, and shall submit to the Commission written proof of such recording.
- (4) At completion of the project, the owner shall submit as-built record drawings of all structural stormwater controls and treatment best management practices required for the site. The as-built drawing shall show deviations from the approved plans, if any, and shall be certified by a professional engineer registered in Massachusetts.

J. Actions by the Commission.

- (1) The Commission shall act on each application for a permit within 90 days of the date of filing with the Commission and the Town Clerk, unless such application has been withdrawn from consideration.
- (2) The Commission may take any of the following actions as a result of an application for a stormwater management and erosion control permit as more specifically defined as part of stormwater regulations promulgated as a result of this bylaw: approval, approval with conditions, disapproval, or disapproval without prejudice.
- (3) A stormwater and erosion control permit may be disapproved if the Commission determines:
  - (a) The requirements of this Bylaw are not met; or
  - (b) The intent of the application is to circumvent other provisions of the Town's Zoning Code and regulations.
- (4) Appeals of action by the Commission. A decision of the Commission shall be final. Relief of a decision by the Commission made under this bylaw shall be reviewable in the Superior Court in an action filed within 60 days thereof, in accordance with M.G.L. Ch 249, § 4. Such an appeal shall result in revocation of the written approval, until such time as the appeal process has been resolved. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

K. Enforcement. The Commission or its authorized agent and the Town of Southborough shall have the power and duty to enforce this bylaw, its regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

- (1) Penalties. Any person who violates any provision of this bylaw, regulation, or permit issued hereunder, shall be subject to fines, civil action, criminal prosecution, and tax liens, as appropriate and as lawfully established by the Town of Southborough.
- (2) Tax liens. The Town of Southborough shall require the repayment of services provided to the responsible party that the responsible party was obligated to perform as set forth in the operation and maintenance plan. If repayment is not made within 30 days, the Town may impose a tax lien on the property of the responsible party or parties.
- (3) Noncriminal disposition. As an alternative to criminal prosecution or civil action, the Town may utilize the noncriminal disposition procedure set forth in MGL c. 40, § 21D, in which case the Conservation Administrator, Conservation Agent or other authorized agent of the Town shall be the enforcing person.



## ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

L. Severability. Any determination that a particular provision or set of provisions in this bylaw is invalid or unenforceable shall not render ineffective, unenforceable, or inapplicable the remainder of this bylaw.

; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD; CONSERVATION COMMISSION

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** To insert a new bylaw based upon the amendment of the existing bylaw. The amendments include, but are not limited to, updating applicability thresholds to be equitable and not unfairly burden homeowners with smaller lot sizes, no longer allow segmentation of projects to stem resident concerns, allow administrative oversight on smaller residential projects to better protect abutting residents from impacts, changing appeals to be handled by Superior Court instead of Zoning Board of Appeals, inclusion of current industry standard data, and update of definitions. If this article does not pass, then the existing (no amendments) bylaw shall remain in effect and unchanged and the previous vote shall be nullified.

**MOTION MADE:** I move Article 30 as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

Approved by the Attorney General on June 5, 2023.

**ARTICLE 31:** To see if the Town will vote to amend § 174-8.9. WFP Wetland and Floodplain District. of the Town's Zoning Bylaws by replacing the existing bylaw with the following:

**§ 174-8.9. WFP Wetland and Floodplain District.** [Added 4-12-1993 ATM by Art. 43; amended 4-12-2011 ATM by Art. 32; 4-16-2014 ATM by Art. 19]

A. Statement of Purpose for Flood Resistant Standards

- (1) Ensure public safety through reducing the threats to life and personal injury
- (2) Eliminate new hazards to emergency response officials
- (3) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding
- (4) Avoid to loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding
- (5) Eliminate costs associated with the response and cleanup of flooding conditions
- (6) Reduce damage to public and private property resulting from flooding waters.

B. The Wetland and Floodplain District is considered to be an overlay district. The District includes all special flood hazard areas within the Town of Southborough designated as Zone A, AE, AH, AO, or A99, on the Worcester County Flood Insurance Rate Map (FIRM) dated July 16, 2014 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District may be defined by the one-hundred-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 16, 2014. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Department of Public Works.

C. Designation of Community Floodplain Administrator

- (1) The Town of Southborough hereby designates the position of Conservation Agent to be the official floodplain administrator.

D. Permits

- (1) A permit is required for all proposed construction or other development in the floodplain overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving, and any other development that might increase flooding or adversely impact flood risks to other properties.
- (2) The town's permit review process includes the requirement that the proponent obtain all local, state, and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlap district. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.

E. Floodway Encroachment

- (1) Floodway data. In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available federal, state, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (2) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's FIRM encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

F. Unnumbered A Zones

- (1) In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review, and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.

G. Subdivision Proposals

- (1) All subdivision proposals and development proposals in the floodplain overlap district shall be reviewed to assure that:
  - (a) Such proposals minimize flood damage
  - (b) Public utilities and facilities are located and constructed so as to minimize flood damage
  - (c) Adequate drainage is provided
- (2) Base Flood Elevation Data for Subdivision Proposals
  - (a) When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.

H. Recreational Vehicles

- (1) In A1-30, AH, AE Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulation for foundation and elevation requirements or be on site for less than 180 consecutive days or be fully licensed and highway ready.

I. Watercourse Alterations or Relocations in Riverine Areas

- (1) In a riverine situation, the Conservation Commission shall notify the following of any alteration or relocation of a watercourse:
  - (a) Adjacent communities, especially upstream and downstream
  - (b) Bordering States, if affected
  - (c) NFIP State Coordinator:
  - (d) Massachusetts Department of Conservation and Recreation NFIP Program Specialist:  
Federal Emergency Management Agency, Region I

J. Requirement to Submit New Technical Data

- (1) If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s). Notification shall be submitted to:
  - (a) NFIP State Coordinator:  
Massachusetts Department of Conservation and Recreation
  - (b) NFIP Program Specialist:  
Federal Emergency Management Agency, Region 1

K. Variances to Building Code Floodplain Standards

- (1) The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance and will maintain this record in the community's files.
- (2) The town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for flood insurance policy covering that property, in writing over the signature of a community official that:
  - (a) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 to \$100 of insurance coverage and;
  - (b) Such construction below the base flood level increases risks to life and property
- (3) Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlap district.

L. Variances to local Zoning Bylaws related to community compliance with the National Flood Insurance Program (NFIP)

- (1) A variance from these floodplain bylaws must meet the requirements set out by the State law, and may only be granted if:
  - (a) Good and sufficient cause and exceptional non-financial hardship exist;
  - (b) The variance will not result in additional threats to public safety, extraordinary public expense, or fraud and/or victimization of the public and;
  - (c) The variance is the minimum action necessary to afford relief

M. Reference to existing regulations

- (1) The Floodplain District is established as an overlay district to all other districts. All development in the District, including structural and nonstructural activities, whether permitted by right or by special permit, must be in compliance with Chapter 131, Section 40, of the Massachusetts General Laws and with the following:
  - (a) Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR).
  - (b) Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00)
  - (c) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00).
  - (d) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5).
  - (e) Southborough Wetlands Bylaw & Regulations
- (2) Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

N. Abrogation and Greater Restriction Section

- (1) The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, ordinances, or codes.

O. Disclaimer of Liability

- (1) The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.

P. Severability Section

- (1) If any section, provision, or portion of this bylaw is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.

Q. The operation of any marijuana establishment as defined in MGL c. 94C, §1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retainer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Actions of 2012 and currently permitted in the Town of Southborough. [Added 4-25-2017 ATM by Art.32]

R. Definitions

**DEVELOPMENT** Any man-made change to improved or unimproved real estate, including but not limited to building or structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials [US Code of Federal Regulations, Title 44, Part 59]

**FLOODWAY** The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Base Code, Chapter 2, Section 202]

**FUNCTIONALLY DEPENDENT USE** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

**HIGHEST ADJACENT GRADE** The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]

**HISTORIC STRUCTURE** Any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

- (1) By an approved state program as determined by the Secretary of the Interior or;
- (2) Directly by the Secretary of the Interior in states without approved programs.

[US Code of Federal Regulations, Title 44, Part 59]

**NEW CONSTRUCTION** Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement. [Referenced Standard ASCE 24-14]

**RECREATIONAL VEHICLE** Means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. [US Code of Federal Regulations, Title 44, Part 59]

**REGULATORY FLOODWAY** See **FLOODWAYSPECIAL FLOOD HAZARD AREA** The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30 . [Base Code, Chapter 2, Section 202]

**START OF CONSTRUCTION** The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

## ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Base Code, Chapter 2, Section 202]

**STRUCTURE** For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]

**SUBSTANTIAL REPAIR OF A FOUNDATION** When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]

**VARIANCE** For floodplain management purposes, a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]

**VIOLATION** The failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3 is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD; CONSERVATION COMMISSION

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)  
Unanimous)

**Summary:** To amend the existing bylaw to conform with current FEMA requirements for every inland town or city under the National Flood Insurance Program (NFIP) with the assistance of DCR as the State Coordinating Office of the NFIP. The amendments include, but are not limited to, adding the purpose of the bylaw, clarifying who shall retain records, utilizing best known data, definitions, and keeping record of any structure built within a floodplain (which is currently and will continue to be done through an Order of Conditions issued by the Conservation Commission and requires no change of process).

**MOTION MADE:** I move the article as printed in the warrant.

**MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.**

Approved by the Attorney General on June 5, 2023.

Assistant Town Clerk Amy M. Berry was sworn in to memorialize the actions related to Article 32.

**ARTICLE 32:** To see if the Town will vote to adopt as Article V §27-28 of the Town Code the following:

**§27-28 Correction of Non-Substantive Scrivener and Formatting Errors**

The Town Clerk is authorized to correct typographical, grammatical, numbering and punctuation errors, as necessary, in the Town Code; and the Town Clerk is authorized to make formatting changes as needed for purposes of clarity, form, and consistency. These changes shall not in any way alter the language/intent of the bylaw; or do or act anything in relation thereto.

**Proposed by:** TOWN CLERK

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** This article authorizes the Town Clerk to make non-substantive corrections to the Town Code as needed for purposes of clarity, form, and consistency. These changes shall not in any way alter the language/intent of the bylaw.

**MOTION MADE:** I move Article 32 "To see if the Town will vote to adopt as Article V §27-28 of the Town Code the following:

**§27-28 Correction of Non-Substantive Scrivener and Formatting Errors**

The Town Clerk is authorized to correct typographical, grammatical, numbering and punctuation errors, as necessary, in the Town Code; and the Town Clerk is authorized to make formatting changes as needed for purposes of clarity, form, and consistency. These changes shall not in any way alter the language/intent of the bylaw; or do or act anything in relation thereto.

**AMENDMENT 32-A MADE:** I move to amend the motion by adding the following words: "Any modifications proposed by the Town Clerk must be approved by the Town Counsel prior to enactment."

**AMENDMENT 32-A FAILED.**

**AMENDMEN 32-B MADE:** I move to amend the motion by adding the following words: "I want the Select Board to approve the changes."

**AMENDMENT 32-B FAILED.**

**MOTION PASSED BY MODERATOR DECLARED 2/3rd MAJORITY.**

Approved by the Attorney General on June 5, 2023.

## ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

**ARTICLE 33:** To see if the Town of Southborough will vote to authorize the Select Board to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1} of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form:

AN ACT GRANTING THE TOWN OF SOUTHBOROUGH THE AUTHORITY TO PROVIDE LEGAL VOTING RIGHTS IN MUNICIPAL ELECTIONS FOR TOWN OF SOUTHBOROUGH RESIDENTS AGED 17 YEARS OLD

Be enacted by the Senate and House of Representatives in the General Court assembled. and by the authority of the same as follows:

Notwithstanding the provisions of section 1 of chapter 51 of the General Laws or any other general or special law, rule or regulation to the contrary, any individual aged 17 years old residing in the Town of Southborough, who is ineligible to vote due to age under state law, but who is otherwise eligible to vote under state law, may upon application have their names entered on a list of voters. Such individuals on the list of voters may vote in any election for local offices and local ballot questions in accordance with this Act.

The Town of Southborough is hereby authorized to pass ordinances to implement the purpose of this act subject to all the provisions of the Southborough city charter.

Nothing in this act shall be construed to confer upon local voters the right to vote for any state or federal office or any state or federal ballot questions.  
; or do or act anything in relation thereto.

**Proposed by:** OWEN JAMES NICHOLS-WORLEY, ET AL.

**Select Board Recommendation:** Support (4-1-0)

**Advisory Committee Recommendation:** Not Support (2-3-0)

**Summary:** This is a Citizen's Petition.

**MOTION MADE:** I move Article 33 as printed in the warrant.

**MOTION PASSED.**

**ARTICLE 34:** To see if the Town will vote to amend the Zoning Map, for the properties listed below, by changing the Zoning District and Map boundary from Business Village BV having an existing boundary line 400 feet from Turnpike Rd. to Business Highway BH having boundary line 800 feet from Turnpike Rd. for the following three parcels all of which have frontage on Turnpike Rd.: 84 Turnpike Rd. (Assessor Map 38-10), 88 Turnpike Rd. (Assessor Map 38-11), and 2 Woodland Rd. (Assessor Map 38-12).  
Old Farm Buildings Will Be Kept.

(Purpose: These three parcels are not properly zoned, for unknown reasons, probably a historical anomaly. They have a total acreage of about 14 acres, which is far greater than other typical parcels in the adjacent Business Village BV district, where the typical lot size is only a quarter to a half acre per lot. In Fact, the total acreage of these three parcels is greater than the combined acreage of ALL the other parcels in the entire BV district. The most appropriate zoning district for these Parcels is Business Highway BH, which has similar uses to BV but allows larger building sizes. Most other properties which have frontage on Turnpike Rd. are now zoned Business Highway BH, which is the same district intended for these three parcels, so they will fit into the appropriate pattern. The final reason is this: the applicant intends to collaborate with the Conservation Commission and Open Space Preservation Committee, to create a new and continuous public pathway network, which could link the Breakneck Hill open space, passing across Woodland Rd. to the Sudbury Valley Trustees (SVT) open parcels, and then the Town Forest off Oak Hill Rd. Also, in the other direction, potentially all the way to the Sudbury Reservoir.)

; or do or act anything in relation thereto.

**Proposed by:** DAVID PARRY, ET AL.

**Select Board Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** This is a Citizen's Petition.

**THE ARTICLE WAS NOT MOVED – NO ACTION TAKEN.**

**ARTICLE 35:** We, the undersigned residents of Southborough, direct the Southborough Select Board to install three (3) driver feedback 25 MPH speed limit signs on Parkerville Road north.

**Proposed by:** PETER LAPINE, ET AL.

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (0-4-1)

**Summary:** The proposal to improve public safety for Parkerville Road (north) submitted to the Southborough select board, made in March 2022, clearly and unambiguously specified two (2) important elements: 1. Lower the speed limit from 30 MPH to 25 MPH for the entirety of the street from Turnpike Road (route 9) to Main Street (route 30) 2. Erect three (3) driver feedback signs: two (2) on the east side of the street and one (1) on the west side of the street – their detailed locations described in the documentation. MA DOT gave its permission to allow for the specified changes in November 2022. This article provides for the completion of item 2 described above.

**THE ARTICLE WAS NOT MOVED – NO ACTION TAKEN.**

**ARTICLE 36:** We, the undersigned residents of Southborough, petition the Southborough Advisory Board and the Southborough Select Board to add the following item to their respective agendas:

Add eighteen thousand (18,000) dollars to the Southborough Select Board budget in order to cover the costs associated with installing three (3) driver feedback speed limit signs for Parkerville Road North.

**Proposed by:** PETER LAPINE, ET AL.

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (0-4-1)

**Summary:** This is a Citizen's Petition.

**THE ARTICLE WAS NOT MOVED – NO ACTION TAKEN.**

**ARTICLE 37:** To see if the Town of Southborough will vote to request that the Select Board exercise the Town's option to withdraw without penalty from the Inter-municipal Agreement a draft of which is entitled "Agreement for a Metro West Regional Emergency Communications Center District" per the terms of Section 4 Paragraph A of that agreement, 'Any Town shall have the right to withdraw from this Agreement, by giving written notice in accordance with Section 23 no later than June 1, 2023, and, upon such termination, the terminating Town shall have no further responsibility hereunder.' and to request that the Board not enter into any IMA for similar purpose without first presenting the principal terms to Town Meeting for its recommendation thereupon; or do or act anything in relation thereto.

**Proposed by:** BONNIE PHANEUF, ET AL.

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** There are substantive changes and omissions to the (IMA) Regional Emergency Communications Center District Agreement, which the Southborough community should be made aware of.

**MOTION MADE:** To see if the Town of Southborough will vote to request that the Select Board exercise the Town's option to withdraw without penalty from the Inter-municipal Agreement a draft of which is entitled "Agreement for a Metro West Regional Emergency Communications Center District" per the terms of Section 4 Paragraph A of that agreement, 'Any Town shall have the right to withdraw from this Agreement, by giving written notice in accordance with Section 23 no later than June 1, 2023, and, upon such termination, the terminating Town shall have no further responsibility hereunder.' and to request that the Board not enter into any IMA for similar purpose without first presenting the principal terms to Town Meeting for its recommendation thereupon; or do or act anything in relation thereto.

**MOTION PASSED.**

**AT 11:00 PM Moderator Paul M. Cimino, received consent from the hall to continue the meeting.**

**ARTICLE 38:** To see if the Town of Southborough will vote to direct the Select Board to require Emergency Dispatch Services to be in and under the sole control of the Town of Southborough. And further to direct the Select Board to cease and desist any regionalization efforts, unless moving said services out of the Town of Southborough is agreed to by a majority of voters present at a Town Meeting. In addition, no money or incentives from state grants or state agencies as part of a regionalization process shall be utilized or taken advantage of until Town Meeting voters have approved such usage; or do or act anything in relation thereto.

**Proposed by:** KYLE DEVINCENT & HEATH WIDDISS, ET AL.

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (Unanimous)

**Summary:** This article would serve to keep Emergency Dispatch Services in and under the sole control of the Town of Southborough and not as part of any regionalization program.

**MOTION MADE:** I move the article as printed in the warrant.

**MOTION PASSED.**

**Town Clerk James F. Hegarty was sworn in to act as the temporary Moderator for Article 39 in case Moderator Cimino chose to speak about the article.**

**ARTICLE 39:** To see if the Town of Southborough will vote to authorize the Select board to petition the General Court for a special act amending Chapter 447, Acts of 1991 AN ACT ESTABLISHING A DEPARTMENT OF PUBLIC WORKS IN THE TOWN OF SOUTHBOROUGH.

Section 5 of chapter 447, Acts of 1991 established a Public Works Planning Board and included the following language conferring authority to appoint the members: "Said board shall consist of five members, three of whom shall be appointed by the moderator or said town and two of whom shall be appointed by the planning board of said town.

The Select Board is authorized and requested to petition the General Court for a special act to change the Section 5, Chapter 447, Acts of 1991 identified above to "Said board shall consist of five members, four of whom shall be appointed by the planning board of said town and one whom shall be appointed by the health department of said town."

; or do or act anything in relation thereto.



**Proposed by:** PATRICIA BURNS-FIORE, ET AL.

**Select Board Recommendation:** Not Support (1-4-0)

**Advisory Committee Recommendation:** Not Support (Unanimous)

**Summary:** This adjustment to Chapter 447 will change the appointing authority of the Public Works Planning Board to the Planning Board and (to be amended) Board of Health. Appointments to this board should be under the auspices of multi-person boards who are stakeholders in the types of projects under the jurisdiction of the DPW.

**MOTION MADE:** I move article 39 as printed in the warrant, replacing the words "Health Department with Board of Health."

**MOTION FAILED.**

**ARTICLE 40:** We recognize and appreciate that on March 10, 2020, The Town of Southborough Selectboard approved a Small Cell (5G) Equipment policy in an effort to maintain local zoning authority.

Though the town has instituted said policy, the policy must now be updated to provide science based setbacks from residential homes and schools and include other real property value safeguards for residents. We hereby request The Selectboard take immediate action to minimize future economic, environmental, safety and social risks by addressing gaps in the Small Cell Policy and updating said policy to add science based setbacks. Setbacks at 1640 feet have been demonstrated to be protective of the biological effects of wireless radiation per New Hampshire Commission's official review of peer reviewed scientific studies. Setbacks are the first step in ensuring everyone is protected from Radio Frequency Radiation (RFR),

or do or act anything in relation thereto.

**Proposed by:** HEIDI DAVIS, ET AL

**Select Board Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** This is a Citizen's Petition.

**THE ARTICLE WAS NOT MOVED – NO ACTION TAKEN.**

**ARTICLE 41:** We hereby request that the Town of Southborough send a letter of concern on behalf of residents requesting that the FCC address the 2021 Court's ruling that the FCC must justify its decision-making process regarding its decision not to update its 1996 exposure guidelines. We request that efforts be pursued to address the federal regulatory gap, so that the town and Commonwealth are not misinformed in approving infrastructure on the basis of 1996 guidelines, thereby potentially endangering both the public and the natural environment. We also ask that the town officials write to Massachusetts' elected state and federal officials and agencies to request that the elected officials and agencies take action to minimize future economic, environmental, safety, and social risks by addressing the Federal regulatory gap regarding wireless infrastructure, including any radio frequency radiation (RFR) emitting infrastructure being installed proximal to homes, schools, and sensitive environments.

,or do or act anything in relation thereto.

**Proposed by:** HEIDI DAVIS, ET AL

**Select Board Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** This is a Citizen's Petition.

**THE ARTICLE WAS NOT MOVED – NO ACTION TAKEN.**

**ARTICLE 42:** To see if the Town will vote to cease all work by the Town on the St Marks Road Project.

**EXPLANATION**

The project needs to be terminated because it lacks legitimate public purpose. There are three issues.

(1) **INTERSECTION.** The original justification put forward (by the former Town DPW Superintendent) was that the existing St Marks Road intersection was flooding. But this flooding was merely short-lived, shallow ponding, during heavy rain storms. It was caused by St Marks School, quite recently, when they built a stone wall (without permits) within the right-of-way, which blocked the natural flow of water away from the road. This flooding could easily have been solved by St Marks, by simply removing a section of their wall. However, instead the Town DPW installed an expensive underground piped drainage system, under Marlborough Rd.

(2) **TRAFFIC.** The intersection works fine and has an excellent safety record. It has good sight distance, and no history of serious accidents. It was completely rebuilt in 2005 to allow for larger vehicles. The conclusion is that it does not need to be replaced. (which Project seeks to do).

(3) **PARKING LOT.** The Town should not be using public funds to build a private parking lot for St. Marks School. They can easily build their own parking lot on their own land, just as existed before this Project began. One question is – Will all the funds spent by the Town so far be wasted if we stop now? The answer is NO, because the drainage system has solved the intersection problem, and the gravel can be re-used by St Marks for its own parking lot. Therefore, St Marks has already benefitted substantially from what has been done so far. Now is the time for the Town to STOP. Enough is enough.

,or do or act anything in relation thereto.

**Proposed by:** DAVID PARRY, ET AL

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (Unanimous)

**Summary:** This is a Citizen's Petition.

**THE ARTICLE WAS NOT MOVED – NO ACTION TAKEN.**

## ANNUAL TOWN MEETING MINUTES MARCH 25, 2023

**ARTICLE 43:** To see if the Town of Southborough will vote to request the Select Board and/or Advisory Committee to write to the State Inspector General (IG), informing the IG that Southborough Town Meeting voted to request a forensic investigation of the two Town Departments which managed the St Marks Road Project. These two Departments are the Department of the Town Administrator (DTA), and the Department of Public Works (DPW). Together they were responsible for the Project's planning, financing and management. Town Meeting has voted to reject the Project and believes that a thorough investigation of the Project is needed, to clarify how it was managed and who was responsible. Since the State inspector General does not usually reveal the results of their investigations, and since Town Meeting believes it would benefit from receiving a report of the investigation, THEREFORE Town Meeting requests the Town Advisory Committee to conduct its own investigation, and to report back to Town Meeting.

### EXPLANATION

A forensic investigation is the ONLY way to get to the bottom of what went wrong and why. The IG is the appropriate State Agency. The Town Advisory Committee has the following in the Town Bylaw: "The Advisory Committee shall have authority at any time to investigate the books, accounts and management of any department of the town...". The major concerns about management are these: (1) The attempt to spend over \$1million in town funds, to build an entirely new road which is not needed, because the new road will replace an existing road which has worked fine for decades. (2) The attempt to swap a land parcel now used as a public road and therefore has substantial value, for a privately-owned land parcel now used as lawn grass and therefore has less value than a road. (3) The attempt to build a private parking lot for St Marks School, and have it paid for by the Town. (4) The mis-use of State DOT grant funds in two ways, namely: (A) Spending State funds on non-eligible items. And (B) Spending State funds on private property. In addition, there are many other problems to numerous to mention here.

,or do or act anything in relation thereto.

**Proposed by:** DAVID PARRY, ET AL

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (Unanimous)

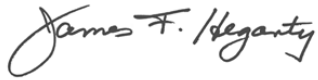
**Summary:** This is Citizen's Petition.

**THE ARTICLE WAS NOT MOVED – NO ACTION TAKEN.**

**At 12:27 AM ON MARCH 26, 2023, A MOTION TO DISSOLVE THE ANNUAL TOWN MEETING PASSED.**

True Copy

Attest:



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James F. Hegarty, Town Clerk

# SOUTHBOROUGH PUBLIC SCHOOLS

## *Southborough School Committee*

Kamali A. O'Meally	Chairperson
Jennifer Primack	Vice Chairperson
Chelsea Malinowski	Secretary
Roger W. Challen	
Zhi Li	

## *Administration*

Gregory L. Martineau <i>B.S., M.A.</i>	Superintendent of Schools
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Keith T. Lavoie <i>B.A., M.A.</i>	Assistant Superintendent of Operations
--------------------------------------	--

Stefanie K. Reinhorn <i>A.B., M.A.T., Ed.D</i>	Assistant Superintendent of Teaching and Learning
---	---

Marie B. Alan <i>B.S., M.A.</i>	Director of Student Support Services
------------------------------------	--------------------------------------

Kathleen J. Clark <i>B.A., M.Ed.</i>	Assistant Director of Student Support Services
---	--

Helene Desjardins <i>B.A., M.S., CCC-SLP</i>	Assistant Director of Student Support Services
---	--

Julie G. Doyle <i>B.S., M.Ed.</i>	Director of Instructional Technology and Digital Learning
--------------------------------------	---

Mary Ellen Duggan <i>M.Ed., B.S.N., R.N., N.C.S.N.</i>	District Wellness Coordinator and Nurse Leader
---	--

Jennifer M. Henry <i>B.S., M.Ed., B.C.B.A., L.A.B.A.</i>	Early Childhood Administrator
---	-------------------------------

Megan K. Kelty <i>BA, M.Ed.</i>	English Language Arts Coordinator PreK-8
------------------------------------	--

Deborah Q. Lemieux <i>B.A., M.S.Ed., Ed.S.</i>	Assistant Director of Student Support Services
---	--

Jennifer Lipton-O'Connor <i>B.A., M.S., M.A., Ph.D.</i>	Social and Emotional Learning Coordinator
--	---

Kathleen Lizotte <i>B.S., M.Ed.</i>	District Mathematics Coordinator PreK-5
--	---

Ryan O'Leary <i>B.S.</i>	Director of Information Technology
-----------------------------	------------------------------------

Rebecca J. Pellegrino <i>B.A., M.B.A.</i>	Director of Finance
--	---------------------

Heather A. Richards <i>B.A., M.B.A., J.D.</i>	Executive Director of Human Resources
--	---------------------------------------

Rhoda Webb <i>B.A., M.A.</i>	Director of Multilingual Learners and Equity
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# SOUTHBOROUGH PUBLIC SCHOOLS

(continued)

## *Central Office Support Staff*

Korrienne Bardsley	Financial Coordinator – Southborough
Nancy A. Bissett	Administrative Assistant to the Assistant Superintendent of Teaching and Learning
Sandra J. Burgess	Administrative Assistant to the Student Support Services Department
Elaine E. Chisholm	Human Resources Generalist
Stephanie L. Cox	Financial Accountant
Elena Dako	Regional Financial Coordinator
Judy E. Davis	Data Specialist
Sheila A. Hana	Transportation and Registration Specialist
Cheryl M. Lepore	Executive Administrator
Julie K. Marshall	Data Technology Specialist
Kyle D. Parson	Northborough and Southborough Manager of Food Services
Pamela Roberts	Financial Coordinator – Northborough
Mariana Silva	Central Office Administrative Assistant
Nena H. Wall	Human Resources Administrator
Caroline Willard	Finance and Operations Administrator
Deborah McLaughlin Young	Multilingual Learner Specialist

**Business Office:**

**53 Parkerville Road  
Southborough, MA 01772**

**Office Hours:**

**8:00 a.m. – 4:30 p.m.**

**Telephone:**

**(508) 486-5115**

**FAX:**

**(508) 486-5123**

# SUPERINTENDENT'S REPORT

Gregory L. Martineau-Superintendent of Schools

The educational experience provided by the Public Schools of Southborough is exceptional for all students, focusing on meeting learners' diverse needs. The District is privileged to have a dedicated faculty, staff, and caring families collaborating for the benefit of children.

The District's efforts are outlined in its Strategic Plan Vision 2026: Educate, Inspire, Challenge, which underscores growth and achievement in five strategic objectives for students and staff. These objectives are incorporated into grade-level-specific programming, curriculum, and offerings. Purposeful collaborative development of School Improvement Plans ensures alignment with the Strategic Plan, promoting excellence through research-based and innovative practices. The District takes pride in student achievements, outstanding educators, leaders, and the community's commitment to the shared mission and vision.

Collaboration is a priority for the District, working closely with stakeholders to present a well-developed, fiscally responsible, and educationally sound budget. Gratitude is extended to the parent community and organizations like the Southborough Community Fund (SCF), the Southborough Organization for Schools (SOS), and the Northborough/Southborough Special Education Parent Advisory Council (NSPAC) for financial and personnel support. These organizations offer opportunities for field trips, teaching materials, and grants for innovative ideas that enrich the curriculum.

The District emphasizes creating an emotionally and psychologically safe school environment where all students feel supported and accepted. A shared mission focused on building community and respecting differences fosters a positive climate. The District prioritizes safe school readiness with enhanced protocols, infrastructure upgrades, and collaboration with health and safety personnel. Wellness activities, stress reduction techniques, and partnerships with organizations like MetroWest Health Foundation contribute to a healthy school climate.

Continuing its commitment to diverse learning needs, the Public Schools of Southborough offer cost-effective programs that showcase the best teaching and learning practices, including language-based, therapeutic learning, and a specialized autism spectrum program (CASTLE). Students participate in district-wide events like the Special Olympics, known as the "Titan Games."

Education is a vital investment in the community's future, and the Public Schools of Southborough is fortunate to have a dedicated community and School Committee guiding the District's work. Information on enrollments, budgets, and school activities is available on the District's website.

## GRANTS

*The following is a summary of federal grants received by The Public Schools of Southborough. We also appreciate grants provided through the SOS, SCF, Corridor Nine Area Chamber of Commerce, and private organizations. District administrators and teachers actively engage in grant writing and continually seek funding to support new activities and programming.*

Title I Improving Basic Programs Operated by Local School Districts - \$36,371 (Federal funding)

Title I provides funding for interventions that benefit underachieving students by helping students meet state performance standards. Southborough has been fortunate that several innovative reading and mathematics initiatives have been funded through Title I for their students. Title I funding is distributed based on a federal formula. Students receive assistance strictly based on academic criteria.

Title II Part A - Building Systems of Support for Excellent Teaching and Leading - \$16,297 (Federal funding)

This grant provides funds for high-quality professional development, including consultant fees, leadership training opportunities, coverage for teachers participating in mandated training, and stipends for summer curriculum projects. The grant also supports professional development for improved instruction for English language learners.

# **SOUTHBOROUGH PUBLIC SCHOOLS**

(continued)

## **Title III English Language Acquisition and Academic Achievement Program for English Learners and Immigrant Children and Youth – \$9,178 Consolidated Grant (Federal funding)**

The purpose of this consolidated grant, shared by the Northborough, Southborough, and Northborough-Southborough Regional School Districts, is to offer supplemental services to children whose first language is not English. Funds are used to provide these children with the assistance needed to perform challenging academic work at proficient levels.

## **Title IV Part A – Student Support and Academic Enrichment – \$10,000 Consolidated Grant (Federal funding)**

Title IV Part A of the federal Elementary and Secondary Education Act provides The Public Schools of Southborough with funds to build capacity and ensure that all students have access to a high-quality educational experience. The priorities of Title IV are to support well-rounded educational opportunities, safe and healthy students, and effective use of technology.

## **Early Childhood Special Education (ECSE) Program Federal Entitlement Grant – \$15,431 Consolidated Grant (Federal funding)**

This consolidated grant, shared with The Public Schools of Northborough, guarantees that young children with disabilities are placed in high-quality inclusive programs that meet the least restrictive learning environment's federal and state requirements. The funds pay for part of the preschool integrated programs' cost, emphasizing services for medically fragile children.

## **Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement – \$391,142 (Federal funding)**

This annual federal entitlement grant is allocated to ensure that students with disabilities receive free and appropriate education through special education and related services. The District utilizes these funds to defray some of the costs involved in meeting students' complex, individual learning needs. Several special education positions are funded through this grant and training and consultation for classroom teachers, special education teachers, and therapists.

## **Genocide Education Grant – \$12,586 (State funding)**

The purpose of this competitive grant is to support teaching and learning related to the history of genocide. As stated in Chapter 98 of the Acts of 2021, "Every school district shall, for the purpose of educating middle and high school students, provide instruction on the history of genocide consistent with the content standards articulated in the history and social science curriculum framework." This grant supports the District in developing and/or selecting curriculum materials, implementing professional development, and designing enriching learning experiences to further secondary students' understanding of the history and patterns of genocide.

## **Accelerating Literacy Learning Through High-Quality Instructional Materials – \$104,610 (State funding)**

The purpose of this competitive grant program is to equip schools and districts with the high-quality core instructional materials needed to accelerate literacy learning, particularly as schools recover from extended closures and students require rich instructional support to accelerate their learning. The grant funded 50% of the purchase price of new core instructional materials for elementary literacy classes and the entire cost for the initial professional development for all elementary educators in relation to the new resources. The new literacy resources are for grades kindergarten through fifth grade.



# SOUTHBOROUGH PUBLIC SCHOOLS

(continued)

## SOUTHBOROUGH PUBLIC SCHOOLS Enrollment by Grades October 1, 2023

<i>School</i>	Pre K	K	1	2	3	4	5	6	7	8	<i>Total</i>
<b>Finn</b>	107	109	149								<b>365</b>
<b>Woodward</b>					122	125					<b>247</b>
<b>Neary</b>						154	130				<b>284</b>
<b>Trottier</b>								141	130	136	<b>407</b>
<b>Total</b>	107	109	149	122	125	154	130	141	130	136	<b>1,303</b>

## TOWN OF SOUTHBOROUGH SCHOOLS FINANCIAL STATEMENT Fiscal Year 2023 July 1, 2022 through June 30, 2023

### APPROPRIATION:

Regular Education	\$ 15,651,321
Special Education	\$ 6,632,122
Total Beginning Appropriation	\$ 22,283,443

### Total Appropriation

**\$ 22,283,443**

### EXPENDITURES:

#### REGULAR DAY PROGRAMS

#### ADMINISTRATION:

School Committee	\$ 12,537
Superintendent's Office	\$ 110,238
Administrative Support Services	\$ 472,998
<b>Total Administration</b>	<b>\$ 595,773</b>

#### INSTRUCTION:

Supervision	\$ 262,189
Principals' Offices	\$ 1,007,737
Teaching (includes Salaries, Workshops, Supplies & Field Trips)	\$ 9,396,793
Instructional Technology	\$ 370,077
Professional Development	\$ 89,811
Textbooks & Instructional Equip	\$ 140,723
Library/Media Services	\$ 584,846
Guidance Services	\$ 305,833
<b>Total Instruction</b>	<b>\$ 12,158,009</b>

#### OTHER SCHOOL SERVICES:

Attendance Services	\$ 1,705
Health Services	\$ 431,533
Pupil Transportation	\$ 422,165
After School Activities	\$ 25,196
Student Body Activities	\$ 36,758
<b>Total Other School Services</b>	<b>\$ 917,357</b>

#### OPERATION OF PLANTS:

Custodial Services (Salaries & Supplies)	\$ 820,895
Heating	\$ 174,621
Electricity	\$ 250,503
Telephones	\$ 30,737
Water	\$ 16,911
Networking & Telecommunications	\$ 182,297
<b>Total Operation of Plants</b>	<b>\$ 1,475,964</b>

#### MAINTENANCE:

Grounds	\$ 16,454
Buildings	\$ 177,709
Equipment	\$ 20,508
Technology Maintenance	\$ 75,416
<b>Total Maintenance</b>	<b>\$ 290,087</b>

#### EMPLOYEE BENEFITS:

**\$ 48,000**

#### LEASE OF BUILDING & EQUIPMENT:

**\$ 16,364**

### TOTAL EXPENDITURES, REGULAR DAY PROGRAMS

**\$ 15,501,554**

### SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 9,330
Supervision	\$ 218,742
Teaching (Salaries & Supplies)	\$ 4,753,911
Professional Development	\$ 2,730
Technology	\$ 6,419
Psychological Services	\$ 455,639
Health Services	\$ 71,836
Transportation	\$ 501,487
Equipment Maintenance	\$ 600
Programs - Other Schools in Massachusetts	\$ 480,559
Lease of Building & Equipment	\$ 2,480
Payments to Collaboratives	\$ 278,156

### TOTAL EXPENDITURES, SPECIAL EDUCATION

**\$ 6,781,889**

### TOTAL EXPENDITURES

**\$ 22,283,443**

### BALANCE RETURNED TO GENERAL FUND:

**\$ -**

### SCHOOL LUNCH ACCOUNT

#### INCOME:

Balance from FY22	\$ 113,923
Total Receipts, FY23	\$ 583,705
<b>Total Revenues</b>	<b>\$ 697,628</b>

#### EXPENSES:

Total Expenditures, FY23	\$ 528,602
<b>BALANCE TO FY24</b>	<b>\$ 169,026</b>

### SPECIAL ED - CIRCUIT BREAKER

#### INCOME:

Balance from FY22	\$ 1,250,617
Total Receipts, FY23	\$ 1,236,699
<b>Total Revenues</b>	<b>\$ 2,487,316</b>

#### EXPENSES:

Total Expenditures, FY23	\$ 1,250,617
<b>BALANCE TO FY24</b>	<b>\$ 1,236,699</b>









**EMERGENCY NUMBER - 911**  
**POLICE-FIRE-AMBULANCE**

Southborough Town House  
17 Common Street  
Southborough, MA 01772

(508)485-0710  
selectboard@southboroughma.com  
 @17 Common

Accounting	508.485.0710
Animal Control Officer	508.485.7817
Assessors	508.485.0720
Board of Health	508.481.3013
Select Board	508.485.0710
Building Department	508.485.0717
Conservation Commission	508.485.0710
Department of Public Works (including Water, Trees, Cemetery)	508.485.1210
Facilities Department	508.485.8175
Fire Department	508.485.3235
Housing Authority	508.481.2166
Library	508.485.5031
Planning Board	508.485.0710
Police Department	508.485.2147
Transfer Station	508.485.2511
Recreation Commission	508.229.4452
Senior Center	508.229.4453
Town Clerk	508.485.0710
Treasurer/Collector	508.485.0710
Veterans' Agent	508.229.2172
Youth and Family Services	508.481.5676
Zoning Board of Appeals	508.485.0717

**PUBLIC SCHOOLS**

Albert S. Woodward [Gr.2-3]	508.229.1250
Algonquin Regional High School	508.351.7010
Assabet Valley Regional Technical	508.485.9430
Margaret Neary [Gr.4-5]	508.481.2300
Mary Finn [Pre-K-1]	508.485.3176
Superintendent's Office	508.486.5115
Trottier Middle School [Gr. 6-8]	508.485.2400

**OTHER SERVICES**

Citizen Information	1.800.392.6090
Historical Museum	Open by Appointment <a href="http://www.southboroughhistory.org">www.southboroughhistory.org</a>
Home Delivered Meals for Elders	508.573.7200
Southborough Access Media	508.481.3292
Southborough Community House	508.485.4887
Southborough Post Office	508.485.4736
Cable TV Provider	1.833.267.6094
Cable TV Provider	1.800.837.4966
Electricity Aggregation Program	1.833.272.9591
Electricity Provider	1.800.592.2000
Electricity Provider	1.800.322.3223

Carla McAuliffe, Town Accountant  
Jennifer Condon  
Paul Cibelli, Principal Assessor  
Heather Alker, MD, Public Health Director  
Mark Purple, Town Administrator  
Casey Burlingame, Building Commissioner  
Melissa Danza, Conservation Agent  
William Cundiff, DPW Superintendent

John Parent, Director of Facilities  
Paul Fillebrown, Interim Fire Chief  
Bill Scanlan, Director  
Ryan Donovan, Director  
Karina Quinn, Town Planner  
Ryan Newell, Police Chief  
Hours: 8AM-6PM Wednesday-Saturday  
Tim Davis, Recreation Director  
Pamela LeFrancois, COA Director  
James Hegarty, Town Clerk  
Brian Ballantine, Finance Director  
Brian Stearns  
Sarah Cassell, Director  
Lara Davis, ZBA Business Administrator

Steven Mucci, Principal  
Sean Bevan, Principal  
Mark Hollick, Principal  
Kathleen Valenti, Principal  
Clayton Ryan, Principal  
Gregory Martineau, Superintendent  
Gary Hreschuk, Principal

Secretary of State's Office  
Southborough Historical Society  
BayPath Elder Services  
Terry Underwood, Executive Director  
Bea Ginga, Director  
Ryan DiEoreo, Southborough Postmaster  
Charter Communications  
Verizon  
Southborough Community Power Choice  
Eversource  
National Grid